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ARL
PRESERVATION
STATISTICS
2002-03

A COMPILATION OF STATISTICS
FROM THE MEMBERS OF THE
ASSOCIATION OF RESEARCH LIBRARIES

Compiled and Edited by

MARK YOUNG
MARTHA KYRILLIDOU

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Association of Research Libraries
21 Dupont Circle, Suite 800
Washington, DC 20036
202-296-2296; FAX 202-872-0884
e-mail: pubs@arl.org

The quantitative tables presented in this publication are not indicative of performance and outcomes and should not be used as measures of library quality. In comparing any individual library to ARL medians or to other ARL members, one must be careful to make such comparisons within the context of differing institutional and local goals and characteristics.

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INTRODUCTION

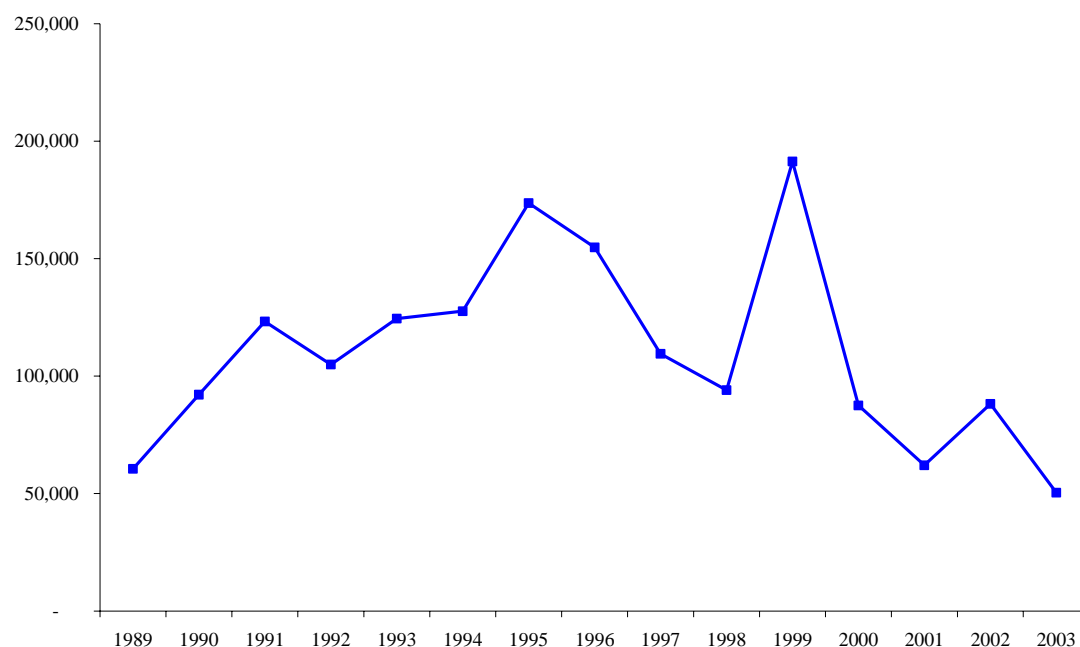
ARL Preservation Statistics 2002-03 presents data from 123 U.S. and Canadian research libraries that were members of the Association of Research Libraries during the 2002-03 fiscal year.¹ The ARL membership consisted of 113 university libraries and 10 independent research libraries (public or private) in 2002-03.

Major Findings

Among the significant developments that took place in research libraries in the 1980s was the emergence of preservation programs as distinct administrative units, separately staffed, funded, and administered. There were 66 such programs reported in 1988, as many as 80 reported in recent years, and 78 in 2002-03.²

These rapidly shifting trends have made themselves evident in many categories. Preservation expenditures for ARL's 115 reporting member libraries were \$97,833,909 in 2002-03, which reflects an inflation-adjusted increase of 17% since the survey's revision in 1996-97.³ Total preservation staff dropped to 1,746 FTEs in 2002-03, after being over 1,800 FTEs in each of the last two years. Although all three levels of conservation treatment dropped from 2001-02 levels, Level 1 and Level 3 treatment had seen unusually large upward spikes last year, and their 2002-03 amounts are more in line with what they have been throughout the last decade. Microfilming activity decreased to 50,397 bound volumes; as shown in Graph 1, this is the smallest amount of microfilming recorded in the history of the survey.

Graph 1: Bound Volumes Microfilmed



¹ The Association of Research Libraries currently has 123 members, but only 115 libraries are included in this dataset. Alberta, Howard, Illinois-Chicago, Manitoba, Missouri, Oregon, the Canada Institute for Scientific and Technical Information, and the Center for Research Libraries did not submit responses to this survey.

² Figures revised to accommodate the new definition of preservation administrator -- since 1994-95, a preservation administrator has been defined as one who "spends at least 25% of his or her time managing a partial or comprehensive preservation program."

³ For more information on the survey revision, see page 8. Adjustments for inflation were computed using Consumer Price Index data retrieved from the U.S. Department of Labor, Bureau of Labor Statistics' *Consumer Price Index for All Urban Consumers - (CPI-U)*, located at <<http://146.142.4.24/cgi-bin/surveymost?cu>>

External funding

Availability of external funds plays a critical role in preservation activities. In 1988, the National Endowment for the Humanities (NEH) began a multi-year, expanded cooperative preservation microfilming program, in which ARL libraries have participated extensively. However, it appears that cuts in the NEH budget have also negatively affected availability of external funding for preservation, which fell constantly from a high of \$11,090,547 in 1992-93 to a low of \$4,917,732 in 1997-98. In recent years external expenditures have been up and down, with the 2002-03 figure of \$7,326,613 representing a 7.4% increase from 2001-02.

Analysis of Core Data for All Reporting Libraries

1. Organizational Structure

a. Preservation Administration

The most significant means for measuring the progress of ARL libraries in their preservation efforts is to track the existence of preservation programs managed by a preservation administrator. The data offer persuasive evidence that preservation programs have become a standard unit in research libraries, although there have not been any increases in the number of new programs established. As displayed in Table 1, 78 institutions indicated that the library has appointed a preservation administrator, and, of those, 60 libraries reported that their preservation programs are managed by a full-time preservation administrator.

Table 1. Administration of Preservation Programs

Full-time preservation administrator	60 (52.17%)
Part-time preservation administrator who devotes 50% or more time to preservation activities, but not 100%	13 (11.30%)
Part-time preservation administrator who devotes 25% to 50% of time to preservation activities	5 (4.35%)
Preservation administrator with less than 25% of time to preservation activities or no preservation administrator	37 (32.17%)

b. Reporting Relationships

While most ARL libraries have separate preservation units, their placement is far from uniform. The 78 responses to the question on reporting relationships show that almost 40% of the preservation administrators report to the library director or associate library director (or an equivalent position, such as dean of libraries, etc.). 28.2% of administrators report to the assistant/associate director for collection management. The third most often cited reporting relationship is to a director in Technical Services. The remaining libraries chose a variety of organizational options, including placing the preservation administrator within special collections, public services, or administrative services. Although the placement of preservation departments within the library structure varies, with few exceptions, the preservation administrator reports to senior library management.

Table 2. Position to Which Preservation Administrator Reports

Director of Libraries/ Associate Director	31 (39.7%)
Assistant/ Associate Director for Collection Management	22 (28.2%)
Assistant/ Associate Director for Technical Services	14 (17.9%)
Assistant/ Associate Director for Public Services	4 (5.1%)
Other	7 (9.0%)

2. Personnel

The size of the staff reporting to the preservation administrator is a key factor in defining a library's level of preservation program development. Table 3, below, displays the relation between number of professional staff FTE and the number of support staff FTE and student assistant FTE in preservation units (a total of 78 programs reported). The preservation administrator is included in the number of professional staff.

Reporting accurate statistics regarding the number of FTE staff engaged in preservation activities library-wide has always been problematic. The variety and complexity of organizational structures make collecting the data a time-consuming and difficult burden for libraries. Even in libraries with large-scale preservation departments, the data show that there are preservation aspects in the work of almost every library unit and that preservation is a library-wide responsibility. The more decentralized preservation activities are, the more scattered preservation staff becomes, and thus providing accurate data is all the more difficult. Given these caveats, Table 4 shows the medians of staff in preservation programs, library-wide (with 115 libraries reporting data).

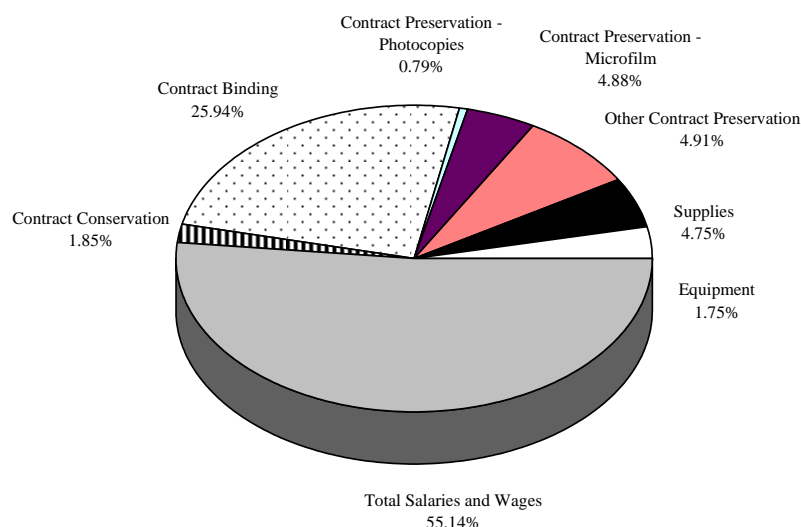
Table 3. Staffing Patterns of Preservation Programs

<u>Number of Professionals</u>	<u>Median of Support Staff</u>	<u>Median of Student Assistants</u>	<u>Median of Total FTE</u>
4 or more (15.38%)	14.97	1.35	22.57
2 - 3.9 (34.62%)	4.00	1.61	9.10
1 - 1.9 (35.90%)	4.13	2.00	7.31
less than 1 (14.10%)	2.68	1.34	5.00

Table 4. Staffing Patterns of Preservation Activities Library-wide

<u>Number of Professionals</u>	<u>Median of Support Staff</u>	<u>Median of Student Assistants</u>	<u>Median of Total FTE</u>
4 or more (10.43%)	12.06	3.80	23.67
2 - 3.9 (24.35%)	5.70	2.74	10.82
1 - 1.9 (24.35%)	5.30	2.60	9.26
less than 1 (40.87%)	3.84	0.90	6.00

Graph 2: Preservation Expenditures 2002-03



3. Expenditures

The financial support for preservation activities in ARL university libraries ranged from approximately \$4,000 to just under \$7 million during fiscal year 2002-03. As a corollary, ARL university libraries spent between a fraction of one percent and roughly 7% of their total budgets on preservation.

Table 5 summarizes preservation expenditures by displaying the midpoint for three ranges for all reporting ARL libraries, including the Library of Congress, which alone spent more than \$17 million on its preservation programs. Table 5 also indicates corresponding median preservation expenditures as a percentage of total operating expenditures and as a percentage of materials expenditures.

Graph 2, above, highlights the allocation of preservation expenditures, based on data from all reporting ARL libraries. Local needs and capabilities will determine the exact allocation of budgetary resources to various activities, but it is useful to look at the aggregate apportionment for ARL member libraries. The typical trends still hold true, with salaries and wages being the biggest expense.

Table 5. Preservation Expenditures

	<u>Third Quartile</u>	<u>Median of All Responses</u>	<u>First Quartile</u>
Total Preservation Expenditures	\$831,481	\$479,252	\$285,109
Preservation Expenditures as % of Total Library Exp.	3.43%	2.65%	1.86%
Preservation Expenditures as % of Materials Expenditures	9.07%	6.43%	4.24%

4. Conservation Treatment

Conservation treatments encompass an array of activities as defined in the instructions that accompanied the survey. Beginning in 1989-90, the amount of *time* required to complete conservation treatments has been used (i.e., “treatments that require 15 minutes or less to perform”, “more than 15 minutes but less than 2 hours”, and “more than 2 hours”). While the resulting data tell only how long the treatments take rather than how technically complex they are, results are more reliable and do not invite facile assumptions about the nature of an institution’s conservation program. The table below provides information on the number of volumes that received minor (Level 1) treatment and the number of volumes that were given more time-consuming intermediate (Level 2) and major (Level 3) conservation treatment. It is recognized that significant differences exist in the nature of treatments performed.

Table 6. Conservation Treatment

	<u>Third Quartile</u>	<u>Median of All Responses</u>	<u>First Quartile</u>
Number of Volumes: Level 1 Treatment	7,589	3,374	1,001
Number of Volumes: Levels 2 & 3 Treatment	2,278	1,212	397

5. Preservation Reformatting

This section was revised substantially in 1997-98⁴ and, as a result, a number of libraries were not able to provide complete data in recent years. Preservation reformatting questions distinguish between reformatting of (a) bound volumes/pamphlets, (b) single, unbound sheets, and (c) photographs and non-paper items (e.g., audiotapes, motion picture film). Preservation reformatting for (a) bound volumes and (b) single sheets tracks three processes: photocopying, microfilming, and digitizing.

⁴ The survey was revised to address identified problems with the earlier versions of the questionnaire and to ask for new data elements (In some cases, in the form of optional questions). All critical data elements have been retained so libraries can continue to track comparable information over the past decade. In particular, the questionnaire was revised in the following manner:

- In the “conservation treatment,” “commercial binding,” and “preservation reformatting” categories, breakdowns identifying “in-house” vs. “contract” treatments have been eliminated and a composite figure is requested. This change eliminates half of the data categories while retaining all significant data. Outsourcing continues to be captured in the “expenditures” section of the survey, as in earlier versions.
- Confusion regarding photographs and non-paper items (e.g., audio tapes, motion picture film) has been eliminated by separating “conservation” (repair of the original – question #19) from reformatting (copying of the original – question #24).
- For the purposes of streamlining, questions involving the number of titles and number of frames microfilmed have been eliminated, and a single measure of accomplishment – “number of volumes filmed” – has been retained. Data categories for microfilm and microfiche have been collapsed.
- The microfilming of unbound sheets (manuscripts, archives) has been broken out from bound-volume filming to yield clear, meaningful statistics. The same holds true for photocopying.
- Two optional questions regarding digitizing have been added (“number of bound volumes/pamphlets digitized” and “number of single, unbound sheets [manuscripts, maps, photographs] digitized”). In the instructions for the survey, “digitizing for preservation purposes” has been broadly defined.

ARL Preservation Statistics actually underreports total production of microfilming among ARL members because the reporting of preservation microfilming production remains problematic. Although the best indicator of preservation microfilming output is the total number of exposures or number of frames filmed, many libraries failed to report this figure in the past. So, the survey was recently revised to track only volumes, rather than titles and exposures. The total number of volumes reported over the last 10 years is charted in Graph 1. A total of 50,397 volumes microfilmed were reported this year. A separate question tracks single, unbound sheets microfilmed, which totaled 9,391,834 in 2002-03.

Digitizing bound volumes is gradually emerging as a viable preservation option. In 2002-03, as in 2001-02, 51 ARL libraries reported more than zero bound volumes digitized. The amount of items digitized varies widely, from one volume in a few institutions to 3,762 volumes digitized by the University of Michigan.

Analysis of Core Data by Size of Collection

This section analyzes the organizational, fiscal, and functional components of preservation programs in relation to collection size. Many factors — including the age, nature and scope of the collection, the environmental conditions under which the collections have been housed, and the level of use — shape the ways in which a library's preservation program develops. However, size of collection is the most important factor in measuring the level of preservation effort.

In 1991, ARL published preservation program benchmarks for selected core activities in the *Preservation Program Models* report.⁵ The benchmarks were intended to serve as indicators of the level of effort that can be expected as a library's preservation program develops. The benchmarks reflect targets and are a useful tool for measuring progress toward meeting preservation needs. The tables in this section parallel the four size groupings of ARL libraries used in the *Preservation Program Models* report.⁶ These are collections of more than 5 million volumes, 3 to 5 million volumes, 2 to 3 million volumes, and less than 2 million volumes. For each size grouping, the tables provide medians for personnel, budget, and production. In this report, median figures are used as indicators of the midpoint in the distribution at which values cluster. The medians offer a composite measure for assessing the scale of local effort based on four different size groupings. The benchmarks reflected an ideal progression of preservation program development, and provide a useful tool for comparing the level of preservation services needed with the current level of activities. Libraries interested in that comparison may wish to consult the *Preservation Program Models* report.

The size groupings and number of libraries in each category are:

Group 1:*	Over 5 million volumes (26 libraries)
Group 2:+	3 to 5 million volumes (36 libraries)
Group 3:#	2 to 3 million volumes (46 libraries)
Group 4:^	Under 2 million volumes (7 libraries)

The tables below summarize the responses in five categories for each of the four size groupings. Please note the following when reading the tables:

*	6 libraries in this group reported no Preservation Unit
+	10 libraries in this group reported no Preservation Unit
#	17 libraries in this group reported no Preservation Unit
^	4 libraries in this group reported no Preservation Unit

⁵ Jan Merrill-Oldham, Carolyn Clark Morrow, and Mark Roosa, *Preservation Program Models: A Study Project and Report* (Washington, DC: Association of Research Libraries, 1991).

⁶ The libraries in each group are determined by data submitted to *ARL Statistics 2002-03* (Washington, DC: Association of Research Libraries, 2004).

Table 7. Staffing Patterns of Preservation Programs

	Median of Professionals	Median of Support Staff	Median of Students	Median of Total FTE
Group 1	2.25	5.63	0.87	10.06
Group 2	1.00	3.50	1.68	8.15
Group 3	1.00	2.30	0.25	5.33
Group 4	0.00	0.00	0.00	0.00

Table 8. Staffing Patterns of Preservation Activities Library-wide

	Median of Professionals	Median of Support Staff	Median of Students	Median of Total FTE
Group 1	4.65	15.00	4.18	25.48
Group 2	1.50	5.92	3.17	12.30
Group 3	1.31	4.50	1.69	7.79
Group 4	0.75	3.45	0.11	4.50

Table 9. Preservation Expenditures

	Median of Total Preservation Expenditures	Median of Pres. Exp. as % of Total Library Exp.	Median of Pres. Exp. as % of Materials Exp.
Group 1	\$1,111,937	3.15%	10.19%
Group 2	533,437	2.61	6.66
Group 3	358,900	2.39	5.69
Group 4	230,932	1.68	3.66

Table 10. Conservation Treatment

	Median of Level 1 Treatment	Median of Level 2 Treatment	Median of Level 3 Treatment
Group 1	7,684	1,852	258
Group 2	3,898	1,239	55
Group 3	1,456	486	16
Group 4	800	346	0

Table 11. Contract Binding

	Median of Contract Binding Expenditures	Median of Number of Volumes Bound
Group 1	\$298,709	36,734
Group 2	168,628	19,951
Group 3	123,541	13,114
Group 4	68,629	8,574

Conclusion

ARL Preservation Statistics provides a broad range of quantitative data and should not be used as a measure of quality of preservation programs. Preservation efforts encompass a diverse array of activities, and there are substantial differences in the nature of preservation work. *ARL Preservation Statistics* cannot completely capture the richness, sheer variety, and full extent of each library's preservation commitment. Much progress has been achieved, however, in increasing the consistency and hence comparability of the reported quantitative data.

Most of the data contained in this publication are descriptive indices of preservation activities in research libraries, including preservation staffs, expenditures, and productivity. The data are also useful in determining the organization of preservation units and the components of preservation programs. Each library's total expenditures and materials expenditures, as reported in *ARL Statistics 2002-03*, are displayed in the tables together with the percentage of preservation expenditures. To aid comparability in *ARL Preservation Statistics*, expenditures of Canadian libraries are expressed in U.S. dollars at the rate of 1.51023 Canadian dollars to one U.S. dollar. This exchange rate is the average monthly noon exchange rate published in the *Bank of Canada Review* for the period from July 2002 to June 2003. Expenditures reported in Canadian dollars are given in the "Footnotes to the *ARL Preservation Statistics*."

Those using *ARL Preservation Statistics* to compare activities in individual institutions will need to consult the definitions used in the instructions as well as the "Footnotes" section. Although the definitions and procedures used in the Preservation Statistics questionnaire aim to achieve consistency, variant reporting practices do exist among ARL libraries. Care should be taken in comparing this year's data to data collected in previous years, taking into account the revisions in the questionnaire described earlier in this introduction.

Again, all the data in this publication are quantitative and descriptive and are not indicative of qualitative factors. When comparing any individual library preservation program to ARL medians or to other ARL members, one must be careful to make such comparisons within the context of differing institutional and local goals and preservations needs.

Association of Research Libraries
September 1, 2004

DATA TABLE
SUMMARY OF PRESERVATION
1988-89 to 1995-96⁺

Year	1988-89	1989-90	1990-91	1991-92	1992-93	1993-94	1994-95	1995-96
Number of Institutions Reporting:	107	115	117	119	114	115	115	116
Number of Preservation Administrators:	66	77	77	76	77	80	81	80
Total Staff Engaged in Preservation Activities Library-Wide:	1,620.52	1,760.73	1,744.34	1,867	1,841.99	1,900.20	1,912.08	1,879.54
Total Preservation Expenditures:	\$60,714,802	\$66,045,392	\$70,705,449	\$76,550,655	\$76,793,364	\$77,674,363	\$79,164,226	\$77,069,334
Conservation Treatment (volumes)								
Level 1:	661,047*	687,897	672,567	1,038,934	669,616	683,305	666,623	610,927
Level 2:	185,294*	277,370	273,825	265,891	265,848	246,475	233,946	230,870
Level 3:	21,736*	35,323	18,629	24,459	24,241	23,729	25,814	22,453
Total:	905,669*	1,003,126	965,075	1,334,786	964,375	991,254	957,091	919,714
Microfiliming Treatment								
Titles:	75,198	68,904	77,740	93,052	104,818	106,733	133,290	89,560
Volumes:	60,502	92,093	123,233	204,934	124,455	127,650	173,646	154,805
Exposures:	18,254,133	23,687,873	28,264,637	28,892,445	32,844,044	29,900,149	28,474,292	25,772,672

Source: *ARL Preservation Statistics 2002-03* (Washington, D.C.: Association of Research Libraries, 2004)

+ The *ARL Preservation Statistics* survey was revised in 1996-97, eliminating certain categories, adding others and changing the ways in which some items conserved are counted. These data reflect the pre-revision categories and counting methods. See the Introduction for details.

* In the 1988-89 survey, conservation treatment was divided into Minor, Interim, and Major categories.

DATA TABLE
SUMMARY OF PRESERVATION
1996-97 to 2002-03⁺

Year	1996-97	1997-98	1998-99	1999-2000	2000-01	2001-02	2002-03
Number of Institutions Reporting:	115	118	114	110	113	116	115
Number of Preservation Administrators:	83	82	81	77	82	81	78
Total Staff Engaged in Preservation Activities Library-Wide:	1,742.57	1,825.53	1,765.70	1,753.29	1,800.04	1,835.31	1746.62
Total Preservation Expenditures:	\$80,772,236	\$83,340,852	\$82,642,548	\$85,842,245	\$92,276,777	\$96,575,155	\$97,833,909
Conservation Treatment							
Level 1:	697,922	693,113	686,319	660,597	624,728	873,842	658,664
Level 2:	213,064	241,538	207,114	254,296	222,995	183,437	174,868
Level 3:	22,520	28,748	33,119	62,179	19,018	286,622	32,806
Total:	933,506	963,405	919,038	976,658	867,593	1,343,598	868,293
Microfilming Treatment							
Volumes:	109,526	94,044	191,348	87,531	62,039	88,170	50,397
Single Sheets:	6,727,348	7,700,261	7,540,695	6,214,507	9,204,948	11,970,653	9,391,834

Source: *ARL Preservation Statistics 2002-03* (Washington, D.C.: Association of Research Libraries, 2004)

+ The *ARL Preservation Statistics* survey was revised in 1996-97, eliminating certain categories, adding others and changing the ways in which some items conserved are counted. These data reflect the post-revision categories and counting methods. See the Introduction for details.

LIBRARY DATA TABLES

ARL PRESERVATION STATISTICS 2002-03

TABLE 1
PERSONNEL (FTE)

(Survey Question #)		Pres. Admin.	% time on Pres. Activ.	Pres. Unit Prof. Staff	Pres. Unit Support Staff	Pres. Unit Student Assist.	Pres. Unit Total Staff	Library- Wide Prof. Staff	Library- Wide Support Staff	Library- Wide Student Assist.	Library- Wide Total Staff
(1)	(2)	(4a)	(4b)	(4c)	(4d)	(5a)	(5b)	(5c)	(5d)		
INSTITUTION	Notes										
ALABAMA	LM+	No	0	0	0	0	0	1.32	4.77	1.83	7.92
ARIZONA	+	No	0	0	0	0	0	1.00	0.95	0.40	2.35
ARIZONA STATE	LB+	Yes	100	2.00	2.00	0.59	4.59	2.26	5.92	2.07	10.25
AUBURN	+	Yes	100	1.00	3.50	2.00	6.50	1.33	3.67	2.00	7.00
BOSTON	LM+	Yes	100	2.00	4.00	13.00	19.00	3.25	7.25	15.00	25.50
BOSTON COLLEGE	+	Yes	100	2.00	6.00	2.50	10.50	2.00	6.00	2.50	10.50
BRIGHAM YOUNG	+	No	0	U/A	U/A	U/A	U/A	5.00	0	7.50	12.50
BRITISH COLUMBIA	LM+	No	0	0.37	1.00	0	1.37	0.69	7.69	0.17	8.55
BROWN	+	Yes	75	4.00	5.00	0.40	9.40	5.86	8.95	1.65	16.46
CALIFORNIA, BERKELEY	L+	Yes	100	2.00	10.70	2.49	15.19	5.54	20.81	8.05	34.40
CALIFORNIA, DAVIS	M+	Yes	50	0.50	4.00	2.50	7.00	0.66	5.50	3.00	9.16
CALIFORNIA, IRVINE	+	Yes	100	0	6.50	3.60	10.10	0	6.50	3.60	10.10
CALIFORNIA, LOS ANGELES	LM+	Yes	25	0	0	0	0	1.32	6.39	5.70	13.41
CALIFORNIA, RIVERSIDE	+	Yes	50	0.50	3.00	3.40	6.90	0.50	3.00	4.00	7.50
CALIFORNIA, SAN DIEGO	M+	Yes	60	0.60	4.59	2.35	7.54	2.90	9.75	5.43	18.08
CALIFORNIA, SANTA BARBARA	+	No	0	0	0	0	0	0.50	5.00	4.00	9.50
CASE WESTERN RESERVE	LM+	Yes	100	1.00	2.40	0.60	4.00	1.03	3.82	0.64	5.49
CHICAGO	LM+	Yes	100	2.00	3.36	1.61	6.97	3.82	15.84	5.11	24.77
CINCINNATI	LM+	Yes	70	1.25	3.00	3.10	7.35	1.25	3.00	3.10	7.35
COLORADO	+	Yes	100	1.00	7.00	1.60	9.60	1.25	8.50	2.60	12.35
COLORADO STATE	+	Yes	100	1.00	5.40	1.60	8.00	1.30	5.80	1.80	8.90
COLUMBIA	+	Yes	100	6.00	18.00	2.10	26.10	6.67	21.42	3.13	31.22
CONNECTICUT	LMB+	Yes	100	1.00	2.00	2.43	5.43	1.07	3.75	3.33	8.15
CORNELL	LMB+	Yes	100	7.00	15.50	0.50	23.00	8.60	18.90	3.40	30.90
DARTMOUTH	M+	Yes	100	2.00	3.75	1.15	6.90	2.00	4.50	1.15	7.65
DELAWARE	+	Yes	100	1.00	4.00	2.26	7.26	1.25	4.75	3.26	9.26
DUKE	LM+	Yes	100	3.00	6.25	1.00	10.25	3.61	7.75	1.06	12.42
EMORY	LMB+	Yes	100	2.00	2.50	0.66	5.16	2.34	5.53	2.76	10.63
FLORIDA	+	Yes	100	3.00	7.00	3.00	13.00	3.00	8.90	3.50	15.40
FLORIDA STATE	LMB+	No	0	0	0	0	0	0.34	4.02	1.50	5.86
GEORGE WASHINGTON	LM+	No	10	0.10	1.00	0.25	1.35	0.56	4.11	1.55	6.22
GEORGETOWN	LM+	Yes	100	2.00	5.50	0.25	7.75	2.00	5.75	0.25	8.00
GEORGIA	L+	Yes	50	0.50	1.00	0.33	1.83	6.00	16.06	13.83	35.89
GEORGIA TECH	+	No	0	0	0	0	0	2.00	3.00	4.50	9.50
GUELPH	+	No	0	0	0	0	0	0.01	3.00	0.08	3.09
HARVARD	LM+	Yes	100	32.20	39.60	5.54	77.34	45.91	66.34	15.74	127.99
HAWAII	+	Yes	100	1.00	3.50	5.00	9.50	1.00	4.00	7.25	12.25
HOUSTON	+	No	0	0	0	0	0	0	0	0.10	0.10
ILLINOIS, URBANA	L+	Yes	100	2.50	3.50	2.14	8.14	4.30	11.45	10.43	26.18
INDIANA	+	Yes	100	3.00	5.00	3.00	11.00	5.00	9.00	7.00	21.00
IOWA	LM+	Yes	100	2.00	7.00	4.00	13.00	2.13	8.00	5.05	15.18
IOWA STATE	+	Yes	100	1.30	6.42	3.57	11.29	1.37	6.43	3.63	11.43
JOHNS HOPKINS	M+	Yes	100	2.02	5.20	1.07	8.29	2.18	5.65	1.57	9.40
KANSAS	LMB+	Yes	100	3.00	3.00	9.25	15.25	3.50	5.50	10.75	19.75
KENT STATE	+	No	0	0	0	0	0	0	3.00	1.00	4.00
KENTUCKY	LM+	Yes	100	3.00	8.00	4.75	15.75	3.60	14.00	10.25	27.85

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2002-03

TABLE 1
PERSONNEL (FTE)

(Survey Question #)		Pres. Admin.	% time on Pres. Activ.	Pres. Unit Prof. Staff	Pres. Unit Support Staff	Pres. Unit Student Assist.	Pres. Unit Total Staff	Library- Wide Prof. Staff	Library- Wide Support Staff	Library- Wide Student Assist.	Library- Wide Total Staff
(1)	(2)	(4a)	(4b)	(4c)	(4d)	(5a)	(5b)	(5c)	(5d)		
INSTITUTION	Notes										
LAVAL	LM+	Yes	25	1.58	5.00	0	6.58	1.78	5.30	0	7.08
LOUISIANA STATE	L+	No	0	0	0	0	0	1.10	7.35	4.00	12.45
LOUISVILLE	B+	No	0	0	0	0	0	0.75	1.75	3.50	6.00
MCGILL	LM+	No	0	U/A	U/A	U/A	U/A	0.75	5.25	U/A	6.00
MCMASTER	+	Yes	100	2.00	0	0.30	2.30	2.00	2.20	0.30	4.50
MARYLAND	+	Yes	100	4.50	5.00	1.88	11.38	7.60	9.75	5.98	23.33
MASSACHUSETTS	+	No	0	0	0	0	0	0.16	2.28	0.80	3.24
MIT	+	Yes	100	2.00	2.60	1.50	6.10	4.60	4.00	3.80	12.40
MIAMI	LM+	No	0	0	0	0	0	1.13	12.06	5.27	18.46
MICHIGAN	LM+	Yes	100	6.00	14.43	1.70	22.13	7.94	20.09	5.48	33.51
MICHIGAN STATE	+	Yes	50	0.50	4.00	3.50	8.00	1.50	7.00	4.46	12.96
MINNESOTA	LM+	No	5	0.05	1.00	0.80	1.85	0.25	10.73	4.40	15.38
MONTREAL	LM+	No	0	0	0	0	0	0	7.70	0	7.70
NEBRASKA	+	Yes	50	1.00	6.00	3.00	10.00	1.60	8.50	5.40	15.50
NEW MEXICO	LM+	No	0	0	0	0	0	3.00	2.00	6.00	11.00
NEW YORK	LM+	Yes	100	3.00	6.00	1.68	10.68	4.09	7.00	1.68	12.77
NORTH CAROLINA	LM+	Yes	100	2.00	6.93	0.93	9.86	7.48	15.72	6.54	29.74
NORTH CAROLINA STATE	+	Yes	100	2.50	6.00	2.22	10.72	2.88	7.53	4.08	14.49
NORTHWESTERN	LM+	Yes	100	3.80	7.50	2.37	13.67	4.07	12.06	5.42	21.55
NOTRE DAME	LB+	Yes	100	1.00	6.00	2.20	9.20	1.05	7.91	2.38	11.34
OHIO	MB+	Yes	90	1.90	2.00	1.60	5.50	4.50	5.33	2.67	12.50
OHIO STATE	LM+	Yes	25	1.60	6.60	4.50	12.70	2.90	15.00	9.70	27.60
OKLAHOMA	LMB+	No	15	0.57	0.50	0.87	1.94	0.60	2.25	2.45	5.30
OKLAHOMA STATE	+	No	10	0.10	0.20	0	0.30	0.47	3.65	1.50	5.62
PENNSYLVANIA	LM+	No	U/A	0	0	0	0	1.75	6.50	5.75	14.00
PENNSYLVANIA STATE	B+	Yes	100	1.00	9.25	2.79	13.04	1.00	9.45	5.89	16.34
PITTSBURGH	B+	Yes	100	U/A	U/A	U/A	5.00	U/A	U/A	U/A	8.00
PRINCETON	+	Yes	100	4.00	4.00	0	8.00	5.50	11.70	1.95	19.15
PURDUE	+	No	0	0	0	0	0	0.35	5.75	0.67	6.77
QUEEN'S	LM+	No	10	0.10	1.20	0	1.30	0.20	6.20	0	6.40
RICE	+	Yes	100	1.00	4.25	0.29	5.54	1.30	4.35	0.44	6.09
ROCHESTER	MB+	Yes	50	3.00	3.50	2.60	9.10	3.60	4.80	4.20	12.60
RUTGERS	LB+	No	0	0	0	0	0	2.85	3.70	1.45	8.00
SASKATCHEWAN	LM+	No	0	0	0	0	0	0.35	4.10	0	4.45
SOUTH CAROLINA	L+	Yes	100	2.00	1.00	1.00	4.00	2.00	2.00	2.00	6.00
SOUTHERN CALIFORNIA	LMB+	No	0	0	0	0	0	1.04	3.72	2.51	7.27
SOUTHERN ILLINOIS	LM+	No	0	0	0	0	0	0.15	4.50	4.96	9.61
SUNY-ALBANY	+	Yes	100	2.00	1.00	0.69	3.69	2.25	4.25	0.69	7.19
SUNY-BUFFALO	LM+	Yes	25	3.00	1.50	1.50	6.00	6.50	4.00	2.75	13.25
SUNY-STONY BROOK	+	Yes	75	0.75	1.00	0.20	1.95	0.85	1.33	0.50	2.68
SYRACUSE	L+	Yes	100	2.00	3.50	0.20	5.70	3.81	3.58	0.27	7.66
TEMPLE	LMB+	No	0	0	0	0	0	2.05	4.41	2.71	9.17
TENNESSEE	LMB+	Yes	100	1.10	5.00	2.25	8.35	1.35	6.30	2.70	10.35
TEXAS	L+	Yes	100	7.50	10.00	0.78	18.28	10.65	16.75	3.95	31.35
TEXAS A&M	MB+	No	0	0	0.50	0.75	1.25	0.12	7.50	5.25	12.87
TEXAS TECH	+	Yes	100	1.00	2.00	0.25	3.25	1.25	3.00	1.00	5.25

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U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2002-03

TABLE 1
PERSONNEL (FTE)

		Pres. Admin.	% time on Pres. Activ.	Pres. Unit Prof. Staff	Pres. Unit Support Staff	Pres. Unit Student Assist.	Pres. Unit Total Staff	Library- Wide Prof. Staff	Library- Wide Support Staff	Library- Wide Student Assist.	Library- Wide Total Staff
(Survey Question #)		(1)	(2)	(4a)	(4b)	(4c)	(4d)	(5a)	(5b)	(5c)	(5d)
INSTITUTION	Notes										
TORONTO	MB+	No	0	3.00	15.00	0	18.00	4.00	15.00	0	19.00
TULANE	LM+	Yes	100	1.00	4.00	0.50	5.50	1.00	4.50	0.50	6.00
UTAH	+	Yes	100	1.00	6.00	3.50	10.50	1.00	6.00	3.50	10.50
VANDERBILT	LM+	Yes	100	1.00	5.30	0.10	6.40	2.10	9.67	0.65	12.42
VIRGINIA	+	Yes	75	0	2.35	0.15	2.50	0.05	2.50	0.15	2.70
VIRGINIA TECH	+	Yes	25	1.40	2.20	2.00	5.60	1.40	4.60	4.00	10.00
WASHINGTON	LM+	Yes	100	1.75	0	0.37	2.12	2.49	10.30	4.45	17.24
WASHINGTON STATE	B+	No	0	0	0	0	0	0	2.01	0.54	2.55
WASHINGTON U.-ST. LOUIS	LM+	Yes	100	1.05	5.30	2.00	8.35	1.05	5.55	2.00	8.60
WATERLOO	+	No	0	0	0	0	0	0	3.45	0.11	3.56
WAYNE STATE	LMB+	No	0	0	0	0	0	1.42	2.62	2.12	6.16
WESTERN ONTARIO	L+	No	0	0	0	0	0	0.50	0.15	0.90	1.55
WISCONSIN	LM+	Yes	100	1.25	3.57	3.11	7.93	3.24	15.47	11.74	30.45
YALE	M+	Yes	100	5.00	17.00	1.00	23.00	6.00	22.00	2.00	30.00
YORK	LB+	No	0	0	0	0	0	0.08	2.05	0.17	2.30
BOSTON PUBLIC LIBRARY	+	No	0	0	0	0	0	3.00	4.00	1.50	8.50
LIBRARY OF CONGRESS	L+	Yes	100	89.40	43.00	0.50	132.90	119.40	43.00	0.50	162.90
NATL. AGRICULTURAL LIB.	+	Yes	100	1.00	1.00	0	2.00	2.64	2.03	0.80	5.47
NATL. LIBRARY OF CANADA	+	Yes	100	0	0	0	0	11.55	11.59	0.53	23.67
NATL. LIBRARY OF MEDICINE	M+	Yes	80	5.80	6.55	2.97	15.32	8.55	8.80	4.47	21.82
NEW YORK PUBLIC LIBRARY	+	Yes	100	4.00	38.00	2.50	44.50	11.30	46.20	2.60	60.10
NEW YORK STATE LIBRARY	LM+	Yes	100	1.00	7.00	0.40	8.40	1.00	8.00	0.40	9.40
SMITHSONIAN INSTITUTION	B+	Yes	100	1.50	4.00	0	5.50	1.50	4.00	0	5.50

SUMMARY DATA

	Pres. Unit Prof. Staff	Pres. Unit Support Staff	Pres. Unit Student Assist.	Pres. Unit Total Staff	Library-Wide Prof. Staff	Library-Wide Support Staff	Library-Wide Student Assist.	Library-Wide Total Staff
(Survey Question #)	(4a)	(4b)	(4c)	(4d)	(5a)	(5b)	(5c)	(5d)
University Medians	1.00	3.00	0.77	6.00	1.46	5.60	2.71	10.25
University Totals	177.84	407.35	148.67	738.86	286.67	790.09	364.50	1,449.26
Nonuniversity Medians	1.25	5.28	0.20	6.95	5.78	8.40	0.67	15.61
Nonuniversity Totals	102.70	99.55	6.37	208.62	158.94	127.62	10.80	297.36
GRAND TOTAL	280.54	506.90	155.04	947.48	445.61	917.71	375.30	1,746.62
NUMBER OF LIBRARIES	112	112	112	113	114	114	113	115

+ - See Footnotes
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ARL PRESERVATION STATISTICS 2002-03

**TABLE 2
EXPENDITURES**

(Survey Question #)		Total Salaries & Wages	Contract Conservation	Contract Binding	Contract Preservation: Photocopy	Contract Preservation: Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies
		(6d)	(7a)	(7b)	(7c)	(7d)	(7e)	(7f)	(8)
INSTITUTION	Notes								
ALABAMA	LM+	148,773	0	108,513	0	0	0	108,513	10,896
ARIZONA	+	86,426	1,571	116,500	0	0	0	118,071	15,192
ARIZONA STATE	LB+	320,252	17,904	167,176	1,215	0	0	186,295	67,098
AUBURN	+	134,415	0	80,686	0	0	0	80,686	17,243
BOSTON	LM+	389,330	0	146,335	0	0	0	146,335	33,054
BOSTON COLLEGE	+	307,664	0	105,566	5,547	0	0	111,113	9,046
BRIGHAM YOUNG	+	367,200	0	193,487	0	0	0	193,487	18,000
BRITISH COLUMBIA	LM+	207,230	0	125,722	0	9,635	0	135,357	3,889
BROWN	+	698,188	51,809	277,161	8,794	0	0	337,764	40,256
CALIFORNIA, BERKELEY	L+	1,443,169	28,541	1,174,906	15,619	77,706	24,987	1,321,759	42,817
CALIFORNIA, DAVIS	M+	251,950	0	148,513	2,913	7,394	9,000	167,820	20,811
CALIFORNIA, IRVINE	+	263,242	0	144,640	0	7,394	0	152,034	12,866
CALIFORNIA, LOS ANGELES	LM+	408,914	44,283	507,736	0	13,366	0	565,385	66,752
CALIFORNIA, RIVERSIDE	+	174,043	0	233,657	0	0	0	233,657	23,977
CALIFORNIA, SAN DIEGO	M+	547,025	0	328,190	675	3,593	26,149	358,607	38,918
CALIFORNIA, SANTA BARBARA	+	223,505	1,037	197,282	0	195	0	198,514	20,000
CASE WESTERN RESERVE	LM+	161,581	0	100,417	97	0	14,736	115,250	5,487
CHICAGO	LM+	780,760	26,425	376,056	13,205	20,164	1,000	436,850	38,717
CINCINNATI	LM+	164,843	0	137,071	0	0	0	137,071	9,673
COLORADO	+	320,047	23,201	106,671	9,890	0	0	139,762	38,641
COLORADO STATE	+	293,138	0	180,981	0	0	1,209	182,190	8,717
COLUMBIA	+	956,263	192,721	754,849	64,718	183,754	246,880	1,442,922	88,821
CONNECTICUT	LMB+	294,207	557	292,275	0	0	0	292,832	21,239
CORNELL	LMB+	1,292,218	299	189,406	28,998	48,314	99,744	366,761	67,315
DARTMOUTH	M+	260,952	0	163,978	5,966	0	0	169,944	12,240
DELAWARE	+	233,330	15,634	103,139	23,435	1,801	0	144,009	15,017
DUKE	LM+	392,685	4,928	282,170	3,216	0	0	290,314	71,489
EMORY	LMB+	337,274	0	184,283	0	92,310	0	276,593	7,314
FLORIDA	+	356,887	5,897	199,175	0	91,827	74,962	371,861	8,781
FLORIDA STATE	LMB+	98,362	11,235	138,846	0	0	0	150,081	2,295
GEORGE WASHINGTON	LM+	140,501	0	129,544	0	0	0	129,544	3,202
GEORGETOWN	LM+	302,432	28,875	209,041	19,517	0	6,928	264,361	2,280
GEORGIA	L+	727,086	51,940	280,985	2,222	0	349,000	684,147	33,101
GEORGIA TECH	+	195,000	0	80,595	0	0	0	80,595	1,000
GUELPH	+	63,133	1,169	37,978	0	0	0	39,146	464
HARVARD	LM+	4,502,109	310,429	927,558	66,485	289,365	304,395	1,898,232	335,780
HAWAII	+	292,618	255	242,686	518	17,283	0	260,742	7,761
HOUSTON	+	1,185	0	0	0	0	0	0	2,824
ILLINOIS, URBANA	L+	660,040	7,824	227,636	5,531	13,180	73,674	327,845	65,145
INDIANA	+	370,486	0	296,144	0	29,428	0	325,572	130,252
IOWA	LM+	454,678	0	207,643	0	13,187	45,828	266,658	32,254
IOWA STATE	+	365,053	13,035	193,481	11,765	24,227	7,184	249,692	31,531
JOHNS HOPKINS	M+	306,051	1,627	140,410	0	0	2,798	144,835	23,009

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ARL PRESERVATION STATISTICS 2002-03

TABLE 2
EXPENDITURES

Equipment	Total Preserv. Expend.	Preserv. Expend. from External Sources	Library Expend. (from <i>ARL Statistics</i>)	Preserv. as % of Total Library Expend.	Materials Expend. (from <i>ARL Statistics</i>)	Preserv. as % of Total Materials Expend.	(Survey Question #) INSTITUTION
(9)	(10)	(11)	-a-	-b-	-c-	-d-	
150	268,332	1,277	12,802,606	2.10	6,021,215	4.46	ALABAMA
10,429	230,118	5,450	25,656,448	0.90	11,399,093	2.02	ARIZONA
0	573,645	0	22,400,253	2.56	9,335,316	6.14	ARIZONA STATE
1,100	233,444	0	11,118,139	2.10	4,898,314	4.77	AUBURN
0	568,719	0	17,351,457	3.28	6,672,175	8.52	BOSTON
312	428,135	0	16,409,345	2.61	7,261,122	5.90	BOSTON COLLEGE
3,500	582,187	0	19,942,457	2.92	7,249,187	8.03	BRIGHAM YOUNG
33	346,509	348	23,108,150	1.50	9,720,484	3.56	BRITISH COLUMBIA
0	1,076,208	20,515	17,539,758	6.14	7,308,172	14.73	BROWN
6,312	2,814,057	28,844	52,575,033	5.35	16,291,361	17.27	CALIFORNIA, BERKELEY
4,065	444,646	0	17,828,690	2.49	6,106,571	7.28	CALIFORNIA, DAVIS
1,564	429,706	0	20,085,270	2.14	7,113,737	6.04	CALIFORNIA, IRVINE
0	1,041,051	340,000	40,044,840	2.60	12,672,517	8.22	CALIFORNIA, LOS ANGELES
0	431,677	0	11,427,547	3.78	4,642,773	9.30	CALIFORNIA, RIVERSIDE
4,263	948,813	0	25,699,825	3.69	8,165,077	11.62	CALIFORNIA, SAN DIEGO
2,000	444,019	U/ A	18,109,365	2.45	6,712,783	6.61	CALIFORNIA, SANTA BARBARA
0	282,318	0	12,755,480	2.21	5,790,209	4.88	CASE WESTERN RESERVE
0	1,256,327	93,598	25,862,601	4.86	12,605,544	9.97	CHICAGO
0	311,587	0	19,425,518	1.60	8,280,686	3.76	CINCINNATI
4,475	502,925	0	18,993,174	2.65	8,532,696	5.89	COLORADO
14,558	498,603	1,454	15,933,029	3.13	8,550,597	5.83	COLORADO STATE
2,150	2,490,156	803,388	41,507,277	6.00	15,054,531	16.54	COLUMBIA
0	608,278	0	19,427,898	3.13	7,424,733	8.19	CONNECTICUT
0	1,726,294	372,870	39,759,708	4.34	13,582,562	12.71	CORNELL
0	443,136	0	16,047,493	2.76	6,883,720	6.44	DARTMOUTH
1,318	393,674	4,953	14,247,297	2.76	6,767,713	5.82	DELAWARE
51,023	805,511	0	32,315,593	2.49	12,545,843	6.42	DUKE
0	621,181	95,640	27,040,029	2.30	11,338,450	5.48	EMORY
5,798	743,327	50,732	26,119,518	2.85	10,213,822	7.28	FLORIDA
11,864	262,602	11,817	14,017,488	1.87	6,903,905	3.80	FLORIDA STATE
0	273,247	0	21,783,192	1.25	8,989,520	3.04	GEORGE WASHINGTON
0	569,073	0	20,291,615	2.80	8,319,925	6.84	GEORGETOWN
3,787	1,448,121	452,976	21,010,793	6.89	9,868,423	14.67	GEORGIA
0	276,595	0	9,721,337	2.85	4,464,690	6.20	GEORGIA TECH
0	102,743	0	7,395,562	1.39	3,235,995	3.17	GUELPH
93,402	6,829,523	510,234	99,746,303	6.85	26,534,161	25.74	HARVARD
2,968	564,089	0	14,764,456	3.82	6,165,344	9.15	HAWAII
0	4,009	0	15,379,689	0.03	6,866,468	0.06	HOUSTON
1,079	1,054,109	30,244	32,996,914	3.19	11,979,981	8.80	ILLINOIS, URBANA
0	826,310	29,428	31,030,300	2.66	12,520,640	6.60	INDIANA
12,193	765,783	7,760	23,164,534	3.31	10,349,894	7.40	IOWA
36,383	682,659	55,047	16,482,631	4.14	8,870,892	7.70	IOWA STATE
2,177	476,072	0	28,109,777	1.69	11,347,362	4.20	JOHNS HOPKINS

U/ A - Unavailable

ARL PRESERVATION STATISTICS 2002-03

**TABLE 2
EXPENDITURES**

(Survey Question #)		Total Salaries & Wages	Contract Conservation	Contract Binding	Contract Preservation: Photocopy	Contract Preservation: Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies
		(6d)	(7a)	(7b)	(7c)	(7d)	(7e)	(7f)	(8)
INSTITUTION	Notes								
KANSAS	LMB+	453,741	985	146,125	19,043	0	0	166,153	46,479
KENT STATE	+	84,501	0	70,244	0	0	0	70,244	6,000
KENTUCKY	LM+	527,998	9,000	218,414	0	0	13,000	240,414	75,338
LAVAL	LM+	179,707	14,701	0	0	0	0	14,701	37,378
LOUISIANA STATE	L+	240,861	2,690	91,070	0	0	0	93,760	52,167
LOUISVILLE	B+	113,700	0	134,010	0	0	0	134,010	10,610
MCGILL	LM+	U/A	21,481	126,995	0	0	0	148,475	2,804
MCMASTER	+	118,871	0	101,289	0	1,324	0	102,613	9,448
MARYLAND	+	714,216	18,978	123,129	11,891	7,538	87,581	249,117	47,750
MASSACHUSETTS	+	93,187	0	119,950	517	754	0	121,221	6,781
MIT	+	421,371	2,287	211,852	11,850	0	0	225,989	19,158
MIAMI	LM+	394,057	0	143,815	0	0	0	143,815	22,908
MICHIGAN	LM+	1,136,373	44,965	397,507	0	32,935	267,734	743,141	50,019
MICHIGAN STATE	+	414,370	5,930	240,652	1,256	29,990	76,900	354,728	11,158
MINNESOTA	LM+	384,055	73,050	337,864	33,395	31,780	0	476,089	7,649
MONTREAL	LM+	163,690	16,047	88,800	0	11,352	0	116,200	7,756
NEBRASKA	+	267,839	1,436	171,819	0	14,115	530	187,900	10,289
NEW MEXICO	LM+	251,564	0	157,365	0	0	0	157,365	19,546
NEW YORK	LM+	457,448	134	561,856	17,950	61,022	5,979	646,941	31,085
NORTH CAROLINA	LM+	810,346	17,697	246,722	0	0	11,200	275,619	92,768
NORTH CAROLINA STATE	+	353,688	18,632	152,078	75	18,568	0	189,353	32,940
NORTHWESTERN	LM+	598,050	0	222,867	28,095	33,032	53,040	337,034	34,970
NOTRE DAME	LB+	325,607	875	121,468	7,959	12,880	53,026	196,208	28,528
OHIO	MB+	253,749	7,610	101,278	0	993	27,074	136,955	12,604
OHIO STATE	LM+	694,108	0	295,297	23,842	4,723	851	324,713	63,650
OKLAHOMA	LMB+	79,265	6,432	179,801	1,732	0	0	187,965	10,385
OKLAHOMA STATE	+	107,139	0	24,712	0	0	0	24,712	9,842
PENNSYLVANIA	LM+	299,909	22,100	384,066	2,589	3,845	0	412,600	19,036
PENNSYLVANIA STATE	B+	389,385	36,225	434,381	353	9,738	152,643	633,340	37,942
PITTSBURGH	B+	116,527	39,830	204,950	28,000	12,000	50,000	334,780	11,500
PRINCETON	+	691,443	0	520,513	58,730	0	54,204	633,447	156,907
PURDUE	+	157,497	3,869	123,541	0	0	0	127,410	1,000
QUEEN'S	LM+	152,957	0	95,298	0	0	0	95,298	3,336
RICE	+	203,385	3,777	87,745	0	0	3,854	95,376	14,946
ROCHESTER	MB+	274,471	51,844	117,967	17,238	1,235	11,220	199,504	34,973
RUTGERS	LB+	251,800	17,000	203,643	0	0	0	220,643	6,560
SASKATCHEWAN	LM+	87,427	0	68,629	0	0	0	68,629	66
SOUTH CAROLINA	L+	142,000	0	170,079	0	12,000	0	182,079	15,000
SOUTHERN CALIFORNIA	LMB+	190,293	0	232,888	0	9,747	0	242,635	44,264
SOUTHERN ILLINOIS	LM+	198,726	0	153,734	0	0	0	153,734	16,653
SUNY-ALBANY	+	219,650	500	95,924	0	2,945	6,316	105,685	13,402
SUNY-BUFFALO	LM+	474,039	0	144,309	0	0	11,905	156,214	16,220
SUNY-STONY BROOK	+	100,060	6,861	73,318	1,500	14,026	28,714	124,419	15,864

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2002-03

TABLE 2
EXPENDITURES

Equipment	Total Preserv. Expend.	Preserv. Expend. from External Sources	Library Expend. (from <i>ARL Statistics</i>)	Preserv. as % of Total Library Expend.	Materials Expend. (from <i>ARL Statistics</i>)	Preserv. as % of Total Materials Expend.	(Survey Question #) INSTITUTION
(9)	(10)	(11)	-a-	-b-	-c-	-d-	
698	667,071	0	18,682,568	3.57	7,707,396	8.65	KANSAS
0	160,745	0	11,192,604	1.44	3,780,582	4.25	KENT STATE
9,100	852,850	15,759	20,261,308	4.21	9,444,910	9.03	KENTUCKY
6,100	237,886	70,740	11,779,939	2.02	5,115,343	4.65	LAVAL
0	386,788	0	12,564,430	3.08	5,433,473	7.12	LOUISIANA STATE
20,778	279,098	0	16,926,028	1.65	8,661,842	3.22	LOUISVILLE
603	151,882	0	19,004,669	0.80	10,593,109	1.43	MCGILL
0	230,932	1,126	9,544,732	2.42	4,732,300	4.88	MCMASTER
435	1,011,518	9,500	21,071,290	4.80	6,475,014	15.62	MARYLAND
431	221,620	23,684	12,101,955	1.83	5,355,780	4.14	MASSACHUSETTS
71,319	737,837	0	18,122,592	4.07	6,629,912	11.13	MIT
77,341	638,121	154,012	18,779,139	3.40	9,081,112	7.03	MIAMI
24,192	1,953,725	325,341	48,193,379	4.05	19,235,775	10.16	MICHIGAN
0	780,256	124,136	20,616,822	3.78	8,273,171	9.43	MICHIGAN STATE
1,550	869,343	97,686	31,413,131	2.77	10,831,123	8.03	MINNESOTA
0	287,646	0	16,659,072	1.73	6,700,042	4.29	MONTREAL
52,083	518,111	74,115	12,811,875	4.04	5,796,104	8.94	NEBRASKA
0	428,475	147,350	18,425,579	2.33	5,963,385	7.19	NEW MEXICO
1,324	1,136,798	61,022	34,451,768	3.30	12,645,171	8.99	NEW YORK
10,874	1,189,607	71,284	28,662,816	4.15	10,929,047	10.88	NORTH CAROLINA
8,248	584,229	53,494	26,790,033	2.18	9,211,644	6.34	NORTH CAROLINA STATE
4,800	974,854	37,897	24,611,853	3.96	10,749,457	9.07	NORTHWESTERN
200	550,543	0	19,349,779	2.85	8,661,702	6.36	NOTRE DAME
6,448	409,756	37,440	11,998,414	3.42	4,738,149	8.65	OHIO
14,931	1,097,402	14,931	27,045,276	4.06	11,927,635	9.20	OHIO STATE
250	277,865	0	15,260,864	1.82	8,650,451	3.21	OKLAHOMA
0	141,693	0	11,046,332	1.28	4,672,696	3.03	OKLAHOMA STATE
0	731,545	0	30,744,202	2.38	12,148,736	6.02	PENNSYLVANIA
12,103	1,072,770	112,740	41,819,383	2.57	15,407,047	6.96	PENNSYLVANIA STATE
0	462,807	18,000	25,641,654	1.80	11,520,738	4.02	PITTSBURGH
23,192	1,504,989	83,850	33,134,612	4.54	12,866,304	11.70	PRINCETON
0	285,907	0	17,442,905	1.64	6,809,343	4.20	PURDUE
0	251,591	0	11,443,000	2.20	5,806,275	4.33	QUEEN'S
4,768	318,475	0	14,663,440	2.17	8,353,514	3.81	RICE
7,383	516,331	212,000	15,494,166	3.33	5,686,913	9.08	ROCHESTER
1,700	480,703	17,700	29,398,458	1.64	9,909,612	4.85	RUTGERS
0	156,123	0	9,278,132	1.68	4,271,307	3.66	SASKATCHEWAN
8,000	347,079	0	16,122,269	2.15	5,918,877	5.86	SOUTH CAROLINA
0	477,192	0	30,933,047	1.54	12,048,097	3.96	SOUTHERN CALIFORNIA
539	369,652	0	13,947,156	2.65	6,636,367	5.57	SOUTHERN ILLINOIS
4,475	343,212	125,225	12,089,513	2.84	4,468,842	7.68	SUNY-ALBANY
0	646,473	150,518	18,299,716	3.53	7,404,956	8.73	SUNY-BUFFALO
0	240,343	0	12,622,268	1.90	6,020,706	3.99	SUNY-STONY BROOK

U/A - Unavailable

ARL PRESERVATION STATISTICS 2002-03

TABLE 2
EXPENDITURES

		Total Salaries & Wages	Contract Conservation	Contract Binding	Contract Preservation: Photocopy	Contract Preservation: Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies
(Survey Question #)		(6d)	(7a)	(7b)	(7c)	(7d)	(7e)	(7f)	(8)
INSTITUTION	Notes								
SYRACUSE	L+	263,003	6,534	59,337	0	170	602	66,643	34,491
TEMPLE	LMB+	249,355	0	101,511	0	0	6,721	108,232	4,331
TENNESSEE	LMB+	269,978	0	139,659	3,242	0	0	142,901	8,349
TEXAS	L+	870,145	60	143,362	291	28,990	18,110	190,813	73,078
TEXAS A&M	MB+	238,757	16,287	202,889	209	0	0	219,385	19,073
TEXAS TECH	+	124,072	0	45,494	0	0	0	45,494	2,216
TORONTO	MB+	565,379	0	301,048	0	0	0	301,048	17,216
TULANE	LM+	121,176	0	126,083	0	0	0	126,083	11,786
UTAH	+	229,527	0	150,017	0	9,550	0	159,567	66,022
VANDERBILT	LM+	346,685	6,679	157,452	0	0	0	164,131	15,000
VIRGINIA	+	69,025	2,765	55,017	12,959	0	0	70,741	16,864
VIRGINIA TECH	+	155,649	0	125,342	0	0	0	125,342	18,426
WASHINGTON	LM+	494,400	7,541	296,370	18,189	52,516	45,987	420,603	36,361
WASHINGTON STATE	B+	65,914	0	74,167	0	1,064	0	75,231	20
WASHINGTON U.-ST. LOUIS	LM+	209,285	6,000	125,099	5,000	0	1,000	137,099	17,182
WATERLOO	+	70,251	1,159	55,351	0	0	0	56,510	4,304
WAYNE STATE	LMB+	166,619	176	69,209	0	0	0	69,385	500
WESTERN ONTARIO	L+	32,729	0	93,220	0	0	U/A	93,220	6,622
WISCONSIN	LM+	768,595	10,197	281,252	414	0	7,637	299,500	54,802
YALE	M+	981,480	147,293	523,675	44,158	181,119	599,956	1,496,201	75,363
YORK	LB+	86,828	0	129,133	0	0	0	129,133	9,186
BOSTON PUBLIC LIBRARY	+	275,853	19,580	200,913	0	52,330	0	272,823	7,495
LIBRARY OF CONGRESS	L+	6,048,269	99,705	1,491,722	11,610	1,954,204	4,201,713	7,758,954	1,477,684
NATL. AGRICULTURAL LIB.	+	435,056	14,000	U/A	U/A	15,000	45,297	74,297	56,295
NATL. LIBRARY OF CANADA	+	652,909	0	5,777	0	0	14,598	20,376	161,520
NATL. LIBRARY OF MEDICINE	M+	1,094,151	166,446	112,344	6,956	793,763	829,578	1,909,087	51,576
NEW YORK PUBLIC LIBRARY	+	1,265,554	103,968	599,770	2,184	21,805	84,926	812,653	245,155
NEW YORK STATE LIBRARY	LM+	291,119	0	23,372	0	0	0	23,372	35,672
SMITHSONIAN INSTITUTION	B+	275,377	3,400	31,520	0	0	7,842	42,762	7,514

SUMMARY DATA

		Total Salaries & Wages	Contract Conservation	Contract Binding	Contract Preservation: Photocopy	Contract Preservation: Microfilm	Other Contract Expend.	Total Contract Expend.	Supplies
(Survey Question #)		(6d)	(7a)	(7b)	(7c)	(7d)	(7e)	(7f)	(8)
University Medians		265,541	875	148,513	0	0	0	167,820	17,182
University Totals		40,262,168	1,490,823	21,391,738	640,803	1,544,074	2,884,258	27,951,696	3,164,034
Nonuniversity Medians		543,983	16,790	112,344	0	18,403	29,947	173,560	53,936
Nonuniversity Totals		10,338,288	407,099	2,465,418	20,750	2,837,102	5,183,954	10,914,324	2,042,911
GRAND TOTAL		50,600,456	1,897,922	23,857,156	661,553	4,381,176	8,068,212	38,866,019	5,206,945
NUMBER OF LIBRARIES		114	115	114	113	115	114	115	115

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2002-03

TABLE 2
EXPENDITURES

Equipment	Total Preserv. Expend.	Preserv. Expend. from External Sources	Library Expend. (from ARL Statistics)	Preserv. as % of Total Library Expend.	Materials Expend. (from ARL Statistics)	Preserv. as % of Total Materials Expend.	(Survey Question #)
(9)	(10)	(11)	-a-	-b-	-c-	-d-	INSTITUTION
0	364,137	125,655	13,762,607	2.65	4,785,375	7.61	SYRACUSE
142,598	504,516	258,444	14,031,180	3.60	6,071,909	8.31	TEMPLE
0	421,228	0	20,907,531	2.01	9,764,650	4.31	TENNESSEE
1,580	1,135,616	192,207	36,671,492	3.10	12,688,944	8.95	TEXAS
585	477,800	0	24,468,359	1.95	9,936,399	4.81	TEXAS A&M
0	171,782	0	17,653,897	0.97	7,707,153	2.23	TEXAS TECH
0	883,643	105,944	43,844,739	2.02	16,060,860	5.50	TORONTO
692	259,737	0	13,188,979	1.97	6,258,951	4.15	TULANE
0	455,116	0	21,991,323	2.07	7,643,887	5.95	UTAH
0	525,816	0	19,030,188	2.76	8,417,130	6.25	VANDERBILT
0	156,630	U/A	26,867,504	0.58	8,588,201	1.82	VIRGINIA
0	299,417	0	11,784,611	2.54	5,749,272	5.21	VIRGINIA TECH
14,462	965,826	2,100	28,464,332	3.39	8,556,561	11.29	WASHINGTON
0	141,165	0	12,996,078	1.09	5,456,438	2.59	WASHINGTON STATE
0	363,566	0	29,034,275	1.25	9,357,748	3.89	WASHINGTON U.-ST. LOUIS
0	131,065	0	9,064,703	1.45	3,969,875	3.30	WATERLOO
25,000	261,504	78,871	20,872,530	1.25	7,082,004	3.69	WAYNE STATE
20,990	153,561	0	12,320,463	1.25	6,997,428	2.19	WESTERN ONTARIO
3,574	1,126,471	27,348	39,281,520	2.87	10,382,146	10.85	WISCONSIN
864	2,553,908	0	56,500,431	4.52	24,965,321	10.23	YALE
0	225,147	0	13,135,179	1.71	5,505,402	4.09	YORK
0	556,171	0	31,934,315	1.74	4,010,254	13.87	BOSTON PUBLIC LIBRARY
2,066,437	17,351,344	852,822	586,292,000	2.96	11,335,042	153.08	LIBRARY OF CONGRESS
155,218	720,866	86,283	20,693,897	3.48	1,825,107	39.50	NATL. AGRICULTURAL LIB.
14,775	849,580	0	27,674,520	3.07	1,219,774	69.65	NATL. LIBRARY OF CANADA
40,924	3,095,738	0	49,431,918	6.26	6,217,417	49.79	NATL. LIBRARY OF MEDICINE
17,692	2,341,054	513,984	53,921,568	4.34	13,735,150	17.04	NEW YORK PUBLIC LIBRARY
3,500	353,663	126,000	11,723,330	3.02	3,330,789	10.62	NEW YORK STATE LIBRARY
830	326,483	830	8,983,329	3.63	1,933,150	16.89	SMITHSONIAN INSTITUTION

SUMMARY DATA

Equipment	Total Preserv. Expend.	Preserv. Expend. from External Sources	Library Expend. (from ARL Statistics)	Materials Expend. (from ARL Statistics)	(Survey Question #)
(9)	(10)	(11)	-a-	-c-	
594	477,192	0	19,004,669	8,273,171	University Medians
861,113	72,239,010	5,746,694	2,373,742,478	938,777,815	University Totals
16,233	785,223	43,557	29,804,417	3,670,522	Nonuniversity Medians
2,299,376	25,594,899	1,579,919	790,654,877	43,606,683	Nonuniversity Totals
3,160,488	97,833,909	7,326,613	3,164,397,355	982,384,498	GRAND TOTAL
114	115	113	115	115	NUMBER OF LIBRARIES

U/A - Unavailable

ARL PRESERVATION STATISTICS 2002-03

**TABLE 3
CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING**

(Survey Question #)		Volumes: Level 1 Treatment	Volumes: Level 2 Treatment	Volumes: Level 3 Treatment	Total Volumes Treated	Unbound Sheets Treated	Bound Vols. & Pamphlets Mass-Deac.	Linear Ft. of Unbound Mass-Deac.	Non-paper Items Treated	Protect. Enclosures Constr.
(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)		
INSTITUTION	Notes									
ALABAMA	LM+	16,354	106	0	16,460	3,060	0	0	215	630
ARIZONA	+	7,121	1,242	0	8,363	0	0	0	157	4,607
ARIZONA STATE	LB+	3,941	3,488	173	7,602	5,846	59	0	6,197	895
AUBURN	+	10,635	1,752	125	12,512	115	0	0	0	266
BOSTON	LM+	7,411	2,044	131	9,586	15	0	0	0	264
BOSTON COLLEGE	+	1,274	1,335	61	2,670	144	0	0	4	823
BRIGHAM YOUNG	+	2,918	8,763	1,182	12,863	5	0	0	18	847
BRITISH COLUMBIA	LM+	6,268	838	153	7,259	70,150	0	0	0	75
BROWN	+	6,171	1,678	88	7,937	224	2,013	0	0	947
CALIFORNIA, BERKELEY	L+	1,758	1,975	270	4,003	745	0	0	66	1,615
CALIFORNIA, DAVIS	M+	8,426	1,412	51	9,889	3	0	0	0	142
CALIFORNIA, IRVINE	+	3,920	676	18	4,614	0	0	0	0	113
CALIFORNIA, LOS ANGELES	LM+	10,619	532	953	12,104	710	0	0	11	858
CALIFORNIA, RIVERSIDE	+	16,754	123	3	16,880	0	0	0	430	724
CALIFORNIA, SAN DIEGO	M+	5,235	1,050	0	6,285	2,756	0	0	3,017	342
CALIFORNIA, SANTA BARBARA	+	7,732	0	0	7,732	500	68	0	20,000	406
CASE WESTERN RESERVE	LM+	2,505	1,545	48	4,098	231	70	25	20	299
CHICAGO	LM+	559	10	62	631	277	0	0	0	261
CINCINNATI	LM+	1,492	1,685	35	3,212	0	0	0	0	1,548
COLORADO	+	7,446	527	5	7,978	160	0	0	64	983
COLORADO STATE	+	4,797	346	653	5,796	1,539	0	0	0	11
COLUMBIA	+	4,426	573	245	5,244	3,637	3,143	0	0	4,689
CONNECTICUT	LMB+	8,804	3,817	251	12,872	528	0	0	0	155
CORNELL	LMB+	80,391	5,324	367	86,082	121	0	0	1,169	5,261
DARTMOUTH	M+	3,519	4,137	0	7,656	19	0	0	0	123
DELAWARE	+	616	490	186	1,292	1,283	0	0	0	514
DUKE	LM+	15,814	1,921	61	20,017	1,024	0	0	22	0
EMORY	LMB+	3,161	1,745	51	4,957	92	0	0	1,013	574
FLORIDA	+	3,898	2,797	129	6,824	442	0	0	182	1,955
FLORIDA STATE	LMB+	2,599	42	41	2,682	0	0	0	0	15
GEORGE WASHINGTON	LM+	739	2,274	0	3,013	108	0	0	0	111
GEORGETOWN	LM+	1,702	98	6	1,806	5	0	0	1	172
GEORGIA	L+	2,759	1,697	30	4,486	400	0	0	0	868
GEORGIA TECH	+	99	53	34	155	2,070	0	0	0	0
GUELPH	+	4,446	0	0	4,446	0	0	0	10,829	0
HARVARD	LM+	21,340	8,360	860	30,560	3,768	6,920	0	2,425	14,531
HAWAII	+	5,867	749	38	6,654	737	0	0	0	920
HOUSTON	+	0	0	0	0	0	0	0	0	200
ILLINOIS, URBANA	L+	10,301	3,274	26	13,601	2,724	2,834	0	481	692
INDIANA	+	5,357	887	404	6,648	332	0	0	0	13,318
IOWA	LM+	8,822	1,867	65	10,754	6	1,843	0	14	395
IOWA STATE	+	4,716	829	24	5,569	682	0	0	0	1,388
JOHNS HOPKINS	M+	6,584	2,770	55	9,414	728	169	0	0	51

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2002-03

**TABLE 3
CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING**

Volumes Commercially Bound	Entire Bound Volumes Photocopy	Entire Bound Volumes Microfilm	Entire Bound Volumes Digital	Single Unbound Sheets Photocopy	Single Unbound Sheets Microfilm	Single Unbound Sheets Digital	Non-paper Items Analog Means	Non-paper Items Digital Means	(Survey Question #) INSTITUTION
(21)	(22a)	(22b)	(22c)	(23a)	(23b)	(23c)	(24a)	(24b)	
7,253	1	0	0	25	0	4,112	0	5	ALABAMA
15,880	0	0	30	0	0	0	1,313	1,192	ARIZONA
25,602	59	0	0	0	0	1,485	3	1,681	ARIZONA STATE
10,228	14	0	40	244	0	1,000	0	200	AUBURN
15,524	0	0	0	0	0	0	0	0	BOSTON
9,604	144	0	0	550	0	0	25	23	BOSTON COLLEGE
19,200	0	88	0	0	6,237	0	3,109	0	BRIGHAM YOUNG
18,110	6	353	128	30	1,060	1,610	0	50	BRITISH COLUMBIA
30,360	124	0	0	0	120	0	0	0	BROWN
84,091	304	1,019	U/A	433	U/A	16,350	U/A	U/A	CALIFORNIA, BERKELEY
8,250	47	32	31	0	0	0	0	294	CALIFORNIA, DAVIS
11,567	0	0	0	0	28,008	0	0	0	CALIFORNIA, IRVINE
32,381	16	172	0	500	7,573	123	27	122	CALIFORNIA, LOS ANGELES
19,972	0	1	0	0	0	0	0	0	CALIFORNIA, RIVERSIDE
30,377	4	6	6	55,073	0	1,300	34	4,633	CALIFORNIA, SAN DIEGO
15,624	0	3	0	25,000	500	0	0	600	CALIFORNIA, SANTA BARBARA
11,868	16	0	3	413	0	338	0	0	CASE WESTERN RESERVE
65,417	99	542	338	0	35,000	0	0	6,777	CHICAGO
25,660	0	0	0	0	0	0	0	0	CINCINNATI
15,567	116	0	0	2,500	0	2,100	20	195	COLORADO
17,706	0	2	0	0	0	18,784	0	92	COLORADO STATE
85,004	491	7,230	2	0	0	1,964	1,229	210	COLUMBIA
35,786	108	0	0	0	0	0	0	0	CONNECTICUT
32,557	508	652	2,829	0	0	1,285	0	0	CORNELL
8,545	52	0	0	0	0	0	0	0	DARTMOUTH
13,135	176	2	0	156	0	0	0	0	DELAWARE
43,107	35	0	7	0	0	0	40	0	DUKE
24,794	116	543	64	0	0	0	139	1,204	EMORY
31,905	71	4,445	943	359	0	1,600	0	42,705	FLORIDA
16,528	0	0	22	0	0	3,512	0	35	FLORIDA STATE
13,740	0	0	0	11	0	438	0	222	GEORGE WASHINGTON
33,359	296	0	4	0	0	0	0	0	GEORGETOWN
48,640	33	0	2,187	10,317	932,412	27,790	289	25,717	GEORGIA
10,144	264	0	5	2,070	0	0	0	0	GEORGIA TECH
U/A	0	0	0	0	0	0	0	0	GUELPH
76,902	556	8,024	67	5,500	2,000	20,865	241	17,329	HARVARD
25,401	22	34	0	1,220	109,374	0	95	0	HAWAII
0	0	0	0	2,000	0	0	0	0	HOUSTON
35,758	9	945	0	0	0	0	529	118	ILLINOIS, URBANA
51,915	0	196	55	0	0	0	0	0	INDIANA
24,961	237	18	15	1,532	0	156	2	2	IOWA
29,384	139	160	0	0	0	0	0	0	IOWA STATE
17,383	188	0	183	0	0	0	0	0	JOHNS HOPKINS

U/A - Unavailable

ARL PRESERVATION STATISTICS 2002-03

TABLE 3
CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

		Volumes: Level 1 Treatment	Volumes: Level 2 Treatment	Volumes: Level 3 Treatment	Total Volumes Treated	Unbound Sheets Treated	Bound Vols. & Pamphlets Mass-Dec.	Linear Ft. of Unbound Mass-Dec.	Non-paper Items Treated	Protect. Enclosures Constr.
(Survey Question #)		12	13	14	15	16	17	18	19	20
INSTITUTION	Notes									
KANSAS	LMB+	7,368	1,455	173	8,996	394	0	0	22	526
KENT STATE	+	664	288	0	952	0	0	0	0	389
KENTUCKY	LM+	3,120	149	89	3,358	119	0	0	104	562
LAVAL	LM+	12,912	10,854	10	23,776	0	0	0	0	947
LOUISIANA STATE	L+	2,730	310	87	3,127	1,400	0	0	6,000	2,991
LOUISVILLE	B+	U/A	1,622	0	1,622	U/A	0	0	0	0
MCGILL	LM+	1,170	2,080	40	3,290	550	0	0	0	49
MCMASTER	+	1,200	1,286	357	2,843	8,432	0	0	2,000	1,500
MARYLAND	+	2,330	3,214	9,228	14,772	21	6,121	0	41	3,185
MASSACHUSETTS	+	3,374	35	0	3,409	0	0	0	0	27
MIT	+	1,420	729	0	2,149	52	0	0	0	72
MIAMI	LM+	1,256	295	24	1,595	38,141	0	0	1,000	0
MICHIGAN	LM+	10,377	2,213	75	12,665	295	9,701	0	1,527	532
MICHIGAN STATE	+	3,130	553	27	3,710	32	5,811	0	0	586
MINNESOTA	LM+	8,246	413	118	8,777	800	0	0	250	1,151
MONTREAL	LM+	9,549	0	0	9,549	0	0	0	0	0
NEBRASKA	+	5,038	150	591	5,779	120	0	0	1	1,743
NEW MEXICO	LM+	393	195	26	614	191	0	0	56	2,134
NEW YORK	LM+	10,048	394	594	11,037	440	1,467	0	0	652
NORTH CAROLINA	LM+	10,295	6,317	46	16,658	2,645	0	0	724	2,892
NORTH CAROLINA STATE	+	953	372	39	1,364	0	0	0	0	1,043
NORTHWESTERN	LM+	6,293	2,205	46	8,423	455	6,965	0	1,250	316
NOTRE DAME	LB+	3,961	1,049	763	5,773	224	437	0	0	4,277
OHIO	MB+	244	4,723	839	5,806	110	0	0	223	932
OHIO STATE	LM+	9,330	603	107	10,040	403	0	0	3,019	1,985
OKLAHOMA	LMB+	3,029	1,576	114	4,719	53	0	0	0	56
OKLAHOMA STATE	+	85	2,018	71	2,174	7,214	0	0	0	1,142
PENNSYLVANIA	LM+	0	10	78	88	3,814	0	0	20	6,775
PENNSYLVANIA STATE	B+	4,715	85	25	4,825	3,291	2,565	0	2,315	1,352
PITTSBURGH	B+	675	1,185	0	1,860	113	3,056	113	4	467
PRINCETON	+	1,220	2,954	380	4,554	777	0	0	144	5,126
PURDUE	+	214	698	79	991	0	0	0	0	3
QUEEN'S	LM+	135	395	0	530	505	0	0	0	366
RICE	+	14,032	618	7	14,657	70	0	0	2,737	212
ROCHESTER	MB+	20,232	4,371	89	24,732	4,403	1,258	0	1,099	1,157
RUTGERS	LB+	848	923	16	1,787	515	0	0	3,318	875
SASKATCHEWAN	LM+	0	3,450	0	3,450	0	0	0	0	252
SOUTH CAROLINA	L+	1,001	97	356	1,454	172	0	0	0	596
SOUTHERN CALIFORNIA	LMB+	1,573	6,767	0	8,340	0	0	0	0	278
SOUTHERN ILLINOIS	LM+	4,348	472	14	4,834	324	0	0	0	1,429
SUNY-ALBANY	+	363	995	7	1,365	0	0	0	0	1,033
SUNY-BUFFALO	LM+	1,453	698	609	2,760	0	0	0	0	160
SUNY-STONY BROOK	+	4,215	1,241	1	5,457	43	0	0	0	446

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2002-03

TABLE 3
CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

Volumes Commercially Bound	Entire Bound Volumes Photocopy	Entire Bound Volumes Microfilm	Entire Bound Volumes Digital	Single Unbound Sheets Photocopy	Single Unbound Sheets Microfilm	Single Unbound Sheets Digital	Non-paper Items Analog Means	Non-paper Items Digital Means	(Survey Question #) INSTITUTION
(21)	(22a)	(22b)	(22c)	(23a)	(23b)	(23c)	(24a)	(24b)	
22,247	146	0	5	38	0	152	0	0	KANSAS
10,108	0	0	0	0	0	0	0	0	KENT STATE
28,990	0	513	0	78,707	442,391	119	1,556	10,041	KENTUCKY
13,092	0	0	488	0	0	0	0	0	LAVAL
12,253	2	0	0	9,800	832,000	235	831	0	LOUISIANA STATE
7,275	3	0	16	42	0	12	4,639	1,186	LOUISVILLE
21,870	0	0	U/A	0	0	U/A	0	0	MCGILL
13,249	0	5	0	0	0	0	0	0	MCMASTER
16,952	197	124	0	2,124	0	1,900	0	600	MARYLAND
13,386	0	7	0	0	0	0	0	11,620	MASSACHUSETTS
21,760	53	1,717	0	4,194	0	128,775	U/A	0	MIT
14,236	0	177	0	150	0	387	0	130	MIAMI
57,693	0	248	3,762	0	0	50	0	848	MICHIGAN
39,377	7	373	97	0	0	25	0	3,600	MICHIGAN STATE
31,308	436	280	0	500	0	0	0	0	MINNESOTA
10,101	0	973	305	0	0	0	0	0	MONTREAL
18,271	0	0	7	0	56,000	0	1	0	NEBRASKA
13,887	28	171	0	822	0	2,850	30	158	NEW MEXICO
41,283	168	1,026	0	6,700	71,000	0	800	100	NEW YORK
37,096	130	808	69	6,613	35,396	136	625	489	NORTH CAROLINA
26,644	13	211	1,000	2,450	0	8,000	0	10,930	NORTH CAROLINA STATE
39,888	113	505	113	50	0	1	1	1	NORTHWESTERN
18,311	63	107	0	0	51,937	0	120	0	NOTRE DAME
12,045	4	0	2	1,571	22,368	100	1,115	0	OHIO
51,201	145	52	146	7,069	0	0	0	3,000	OHIO STATE
19,183	0	0	2	0	0	0	0	0	OKLAHOMA
10,509	0	0	20	0	0	72	25	945	OKLAHOMA STATE
34,557	207	0	104	200	0	3,445	70	282	PENNSYLVANIA
43,163	14	753	32	2,881	0	6	0	810	PENNSYLVANIA STATE
20,495	78	0	85	0	30,890	6,127	0	0	PITTSBURGH
72,675	546	0	0	140	0	0	0	200	PRINCETON
15,158	0	0	0	0	0	500	0	383	PURDUE
10,630	10	0	0	0	0	0	0	0	QUEEN'S
12,742	0	0	0	0	0	500	0	18	RICE
9,255	228	19	0	2,049	0	0	510	5,710	ROCHESTER
19,407	9	U/A	U/A	U/A	U/A	U/A	U/A	U/A	RUTGERS
9,696	0	0	0	0	0	0	0	0	SASKATCHEWAN
18,241	0	0	0	0	0	0	0	0	SOUTH CAROLINA
16,842	0	0	0	0	0	0	0	8,697	SOUTHERN CALIFORNIA
23,016	0	0	0	0	0	0	0	0	SOUTHERN ILLINOIS
14,814	112	35	0	410	0	0	0	0	SUNY-ALBANY
20,923	283	0	0	11,059	0	0	0	0	SUNY-BUFFALO
9,824	11	0	5	0	0	U/A	200	U/A	SUNY-STONY BROOK

U/A - Unavailable

ARL PRESERVATION STATISTICS 2002-03

TABLE 3
CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

(Survey Question #)		Volumes: Level 1 Treatment	Volumes: Level 2 Treatment	Volumes: Level 3 Treatment	Total Volumes Treated	Unbound Sheets Treated	Bound Vols. & Pamphlets Mass-Deac.	Linear Ft. of Unbound Mass-Deac.	Non-paper Items Treated	Protect. Enclosure s Constr.
INSTITUTION	Notes	(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
SYRACUSE	L+	11,468	2,448	123	14,039	0	0	0	0	2,219
TEMPLE	LMB+	300	0	0	300	0	0	0	0	0
TENNESSEE	LMB+	3,471	1,523	0	4,994	0	0	0	0	661
TEXAS	L+	24,790	2,020	635	27,445	10,424	0	0	23	15,994
TEXAS A&M	MB+	1,888	1,239	0	3,127	57	0	0	533	2,035
TEXAS TECH	+	304	247	109	660	186	0	0	0	13
TORONTO	MB+	5,213	1,580	950	7,743	870	0	0	18	807
TULANE	LM+	1,298	359	300	1,687	52,000	0	0	2,000	129
UTAH	+	17,158	756	291	18,205	35,313	0	0	3,715	641
VANDERBILT	LM+	1,229	1,145	5	2,379	9	0	0	0	1,369
VIRGINIA	+	U/A	U/A	U/A	U/A	U/A	U/A	U/A	U/A	U/A
VIRGINIA TECH	+	0	0	0	0	0	0	0	0	50
WASHINGTON	LM+	2,449	3,171	162	5,872	946	1,415	0	483	1,805
WASHINGTON STATE	B+	161	131	70	362	50	0	0	24	60
WASHINGTON U.-ST. LOUIS	LM+	11,221	2,898	0	14,119	1,275	0	0	0	1,077
WATERLOO	+	400	0	0	400	0	0	0	0	0
WAYNE STATE	LMB+	1,000	75	0	1,075	U/A	0	0	U/A	15
WESTERN ONTARIO	L+	0	241	23	264	1	0	0	0	1
WISCONSIN	LM+	15,161	1,783	1,531	18,475	1,182	0	0	3,086	2,000
YALE	M+	14,151	1,595	489	16,235	9,717	7,404	3	211	1,753
YORK	LB+	0	0	0	0	0	0	0	0	0
BOSTON PUBLIC LIBRARY	+	3,812	0	2,742	6,554	0	0	0	386	2,672
LIBRARY OF CONGRESS	L+	897	1,963	2,674	5,534	8,569	223,575	1,000,000	3,957	10,357
NATL. AGRICULTURAL LIB.	+	15	0	0	15	100	0	0	615	650
NATL. LIBRARY OF CANADA	+	29,129	3,481	0	32,610	1,000	2,176	0	0	5,051
NATL. LIBRARY OF MEDICINE	M+	1,750	429	85	2,264	29	0	0	264	2,847
NEW YORK PUBLIC LIBRARY	+	4,925	2,232	447	7,604	32,526	1,987	0	1,016	1,414
NEW YORK STATE LIBRARY	LM+	3,285	481	0	3,766	2,761	0	0	0	1,632
SMITHSONIAN INSTITUTION	B+	354	183	161	698	4	0	0	0	473

SUMMARY DATA

(Survey Question #)		Volumes: Level 1 Treatment	Volumes: Level 2 Treatment	Volumes: Level 3 Treatment	Total Volumes Treated	Unbound Sheets Treated	Vols. & Pamphlets Mass-Deac.	Linear Ft. of Unbound Mass-Deac.	Non-paper Items Treated	Protect. Enclosure s Constr.
		(12)	(13)	(14)	(15)	(16)	(17)	(18)	(19)	(20)
University Medians		3,471	1,022	50	5,119	208	0	0	0	591
University Totals		614,497	166,099	26,697	809,248	293,334	63,319	141	82,282	143,433
Nonuniversity Medians		2,518	455	123	4,650	550	0	0	325	2,152
Nonuniversity Totals		44,167	8,769	6,109	59,045	44,989	227,738	1,000,000	6,238	25,096
GRAND TOTAL		658,664	174,868	32,806	868,293	338,323	291,057	1,000,141	88,520	168,529
NUMBER OF LIBRARIES		113	114	114	114	112	114	114	113	114

+ - See Footnotes
M - Includes Medical library

L - Includes Law library
U/A - Unavailable

B - Includes branch campuses

ARL PRESERVATION STATISTICS 2002-03

TABLE 3
CONSERVATION TREATMENT, BINDING AND PRESERVATION REFORMATTING

Volumes Commercially Bound	Entire Bound Volumes Photocopy	Entire Bound Volumes Microfilm	Entire Bound Volumes Digital	Single Unbound Sheets Photocopy	Single Unbound Sheets Microfilm	Single Unbound Sheets Digital	Non-paper Items Analog Means	Non-paper Items Digital Means	(Survey Question #) INSTITUTION
(21)	(22a)	(22b)	(22c)	(23a)	(23b)	(23c)	(24a)	(24b)	
6,431	0	1	214	8	0	0	62	0	SYRACUSE
8,189	0	0	38	0	0	0	0	7,649	TEMPLE
20,196	32	0	0	0	0	0	0	10	TENNESSEE
23,543	2	217	18	3,026	130	130	795	1,368	TEXAS
31,697	0	0	0	0	0	8	2	4,985	TEXAS A&M
11,682	0	0	U/A	0	0	U/A	0	U/A	TEXAS TECH
36,372	0	1	3,602	0	0	30,022	0	669	TORONTO
12,059	0	0	0	0	0	0	0	0	TULANE
15,389	0	51	63	176	0	16,297	U/A	U/A	UTAH
21,929	0	0	1	0	0	0	0	1,977	VANDERBILT
3,476	U/A	U/A	U/A	U/A	U/A	U/A	U/A	U/A	VIRGINIA
15,065	0	0	1	2,600	0	1,000	0	4,000	VIRGINIA TECH
30,259	257	73	54	120	100,820	120	1,547	1,683	WASHINGTON
8,384	1	121	0	0	0	0	24	0	WASHINGTON STATE
13,002	12	0	0	100	0	67	0	0	WASHINGTON U.-ST. LOUIS
7,452	0	0	0	0	0	0	0	17	WATERLOO
11,444	U/A	0	0	U/A	0	565	U/A	15,000	WAYNE STATE
11,984	0	2	0	0	0	1,048	0	593	WESTERN ONTARIO
35,956	17	937	3,458	2,707	0	436,546	0	5,659	WISCONSIN
77,846	438	3,823	324	50	151,089	8,010	785	6,825	YALE
19,051	40	0	0	0	0	0	0	0	YORK
9,271	0	24	0	1,329	416,000	0	80	595	BOSTON PUBLIC LIBRARY
221,053	75	58	90	39,722	4,381,404	55	536	U/A	LIBRARY OF CONGRESS
0	5	50	635	1,000	0	U/A	50	475	NATL. AGRICULTURAL LIB.
741	0	274	0	86	215,000	0	0	0	NATL. LIBRARY OF CANADA
15,646	37	2,795	0	1,500	0	6,018	1,499	1,017	NATL. LIBRARY OF MEDICINE
73,881	47	9,369	0	7,300	1,463,125	0	1,325	715	NEW YORK PUBLIC LIBRARY
5,088	66	30	1,499	0	0	366	0	0	NEW YORK STATE LIBRARY
4,256	0	0	0	0	0	0	0	0	SMITHSONIAN INSTITUTION

SUMMARY DATA

Volumes Commercially Bound	Entire Bound Volumes Photocopy	Entire Bound Volumes Microfilm	Entire Bound Volumes Digital	Unbound Sheets Photocopy	Unbound Sheets Microfilm	Single Unbound Sheets Digital	Non-paper Items Analog Means	Non-paper Items Digital Means	(Survey Question #)
(21)	(22a)	(22b)	(22c)	(23a)	(23b)	(23c)	(24a)	(24b)	
18,291	9	0	0	0	0	1	0	18	University Medians
2,544,248	8,056	37,797	20,990	254,289	2,916,305	752,017	20,833	213,589	University Totals
7,180	21	54	0	1,165	107,500	28	65	475	Nonuniversity Medians
329,936	230	12,600	2,224	50,937	6,475,529	6,439	3,490	2,802	Nonuniversity Totals
2,874,184	8,286	50,397	23,214	305,226	9,391,834	758,456	24,323	216,391	GRAND TOTAL
114	113	113	104	112	112	104	109	108	NUMBER OF LIBRARIES

U/A - Unavailable

ARL PRESERVATION STATISTICS QUESTIONNAIRE, 2002-03

Please do not leave any blank lines. If an exact figure is unavailable, use “-1.” (i.e., U/A). If the appropriate answer is zero or none, use “0.” For non-university libraries, if a question is not applicable in your library, use “-2” (Academic libraries should not use “-2”).

Reporting institution _____ Date returned to ARL _____

Report prepared by (name) _____

Title _____

E-mail address _____ Phone number _____

Contact person (if different) _____

Title _____

E-mail address _____ Phone number _____

ADMINISTRATION

1. Does the library have a preservation administrator? (yes/no) 1. _____
2. If yes, what percentage of the administrator's total job assignment is dedicated to preservation activities and preservation program management? 2. _____
3. If yes, what is the job title of the person to whom the preservation administrator reports?
3. _____

PERSONNEL

4. If the library has a preservation administrator who supervises staff, how many staff are in the preservation unit (including the preservation administrator)?

FTE Professional staff	FTE Support Staff	FTE Student Assistants	FTE Total Staff
4a. _____	4b. _____	4c. _____	4d. _____

5. How many FTE staff are engaged in preservation activities library-wide (including staff reported in question #4 above)?

FTE Professional staff	FTE Support Staff	FTE Student Assistants	FTE Total Staff
5a. _____	5b. _____	5c. _____	5d. _____

EXPENDITURES

Check one: Canadian dollars _____ U.S. dollars _____

6. Salaries and wages for staff engaged in preservation activities library wide (as reported in Question #5 above)

6a. Professional staff \$ _____

6b. Support staff \$ _____

6c. Student assistants \$ _____

6d. TOTAL expenditures for preservation staff \$ _____

7. Contract expenditures

7a. Contract conservation \$ _____

7b. Contract commercial binding (see instructions for relationship
to Question #21 in 2002-03 *ARL Statistics Questionnaire*) \$ _____

7c. Contract preservation photocopying \$ _____

7d. Contract preservation microfilming \$ _____

7e. Other contract expenditures \$ _____

7f. TOTAL contract expenditures \$ _____

8. Preservation supplies \$ _____

9. Preservation equipment \$ _____

10. TOTAL preservation expenditures (add lines 6d, 7f, 8, & 9) \$ _____

11. Total preservation expenditures that came from external sources \$ _____

CONSERVATION TREATMENT

12. Number of volumes/pamphlets given level 1 conservation treatment 12. _____
13. Number of volumes/pamphlets given level 2 conservation treatment 13. _____
14. Number of volumes/pamphlets given level 3 conservation treatment 14. _____
15. TOTAL number of volumes/pamphlets given conservation treatment
(add lines 12, 13, & 14) 15. _____
16. Number of unbound sheets given conservation treatment 16. _____
17. Number of bound volumes/pamphlets mass deacidified 17. _____
18. Number of linear feet of unbound papers mass deacidified 18. _____
19. Number of photographs and non-paper items (e.g., audio tapes, motion
picture film) given conservation treatment 19. _____
20. Number of custom-fitted protective enclosures constructed 20. _____

COMMERCIAL BINDING

21. Number of volumes commercially bound 21. _____

PRESERVATION REFORMATTING

22. Number of bound volumes/pamphlets reformatted in their entirety
- | photocopied | microfilmed | digitized (<i>optional</i>) |
|-------------|-------------|-------------------------------|
| 22a. _____ | 22b. _____ | 22c. _____ |
23. Number of single, unbound sheets reformatted (e.g., one side of one manuscript page, one map)
- | photocopied | microfilmed | digitized (<i>optional</i>) |
|-------------|-------------|-------------------------------|
| 23a. _____ | 23b. _____ | 23c. _____ |
24. Number of photographs and non-paper items (e.g., audio tapes, motion picture film) reformatted
- | | |
|----------------------------|-----------------------------|
| 24a. by analog means _____ | 24b. by digital means _____ |
|----------------------------|-----------------------------|

FOOTNOTES

1. Law Library statistics are included: Yes _____ No _____ We do not have a law library _____
2. Medical Library statistics are included: Yes _____ No _____ We do not have a medical library _____

If there are other main campus libraries that ***are not included***, list in the footnotes section below.

3. Branch campus libraries included: Yes _____ No _____ We have only one campus _____

List branch campus libraries that ***are included*** in footnotes section below.

List branch campus libraries that ***are not included*** in the footnotes section below.

4. Are there any additional footnotes? Yes _____ No _____

A copy of your library's footnotes as they appeared in the published *ARL Preservation Statistics 2001-02* appears on your library's survey form on the World Wide Web at <<http://lrc.lis.uiuc.edu/ARL/survey.cgi/>>. Please make revisions, additions, and deletions as appropriate. If any footnotes published last year are unchanged, please leave them unchanged to indicate that they are still valid.

Submit the completed questionnaire on the web
<<http://lrc.lis.uiuc.edu/ARL/survey.cgi/>>
by **December 1, 2003**.

Please contact Mark Young at (202) 296-2296 or stats-ra@arl.org for assistance.

ARL PRESERVATION STATISTICS QUESTIONNAIRE, 2002-03

INSTRUCTIONS FOR COMPLETING THE QUESTIONNAIRE

GENERAL INSTRUCTIONS

Please enter your data on the ARL Statistics Website (access via <<http://www.arl.org/stats/coordinator.html>>) or provide a paper copy to use for data verification. ARL no longer requires the submission of both a paper form and a web form. Be sure to read these Instructions before beginning to input data.

Complete this form by **December 1, 2003**, and retain a copy of the worksheet for your records. If you have problems with this form or have questions about the procedure to be followed in completing the survey, contact the ARL Office.

Please read all instructions carefully before you answer the questionnaire. Make sure your responses are as complete and accurate as possible. Give estimates when you must, but please do not make wild guesses. Use the FOOTNOTES section to expand upon or clarify your responses.

All questions assume a *fiscal year ending June 30, 2003*. If your library's fiscal year is different, please use the FOOTNOTES section to explain.

Please complete all entries. If your library does not perform a given function or had no activity for this function, enter “0”. If your library performs a function but data are not available, enter “-1” (for unavailable). **Please leave no blank spaces.**

Use the same basis for reporting as is used in responding to the main *ARL Statistics* questionnaire. For example, if in *ARL Statistics* you normally include data for a law library and/or a medical library, also include those libraries in response to this survey and note the inclusions within the FOOTNOTES section as prompted.

In a university that includes both main and branch campuses, *an effort should be made to report figures for the main campus only*. (The U.S. National Center for Education Statistics, Integrated Postsecondary Education Data System (IPEDS) defines a **branch institution** as “a campus or site of an educational institution that is not temporary, is located in a community beyond a reasonable commuting distance from its parent institution, and offers organized programs of study, not just courses.”) If figures for libraries located at branch campuses are reported, please provide an explanation in the “Footnotes” section of the questionnaire. A **branch library** is defined as an auxiliary library service outlet with quarters separate from the central library of an institution, which has a basic collection of books and other materials, a regular staffing level, and an established schedule. A branch library is administered either by the central library or (as in the case of some law and medical libraries) through the administrative structure of other units within the university. Departmental study/reading rooms are not included.

Preservation data are not always easy to define or to record in precise categories. If you have difficulty interpreting this questionnaire or are uncertain how its data categories apply in your situation, contact Martha Kyrillidou, ARL Senior Program Officer, (202) 296-2296; e-mail: <Martha@arl.org>

SPECIFIC INSTRUCTIONS

For the purposes of this survey, the elements of a “preservation program” include: ***conservation treatment, commercial binding, and preservation reformatting***. While shelf preparation activities (e.g., plating, labeling, insertion of security devices) and stack maintenance have obvious preservation implications and may be supervised by the preservation administrator, these activities are not quantified in this survey.

Question 1. Does the library have a preservation administrator who spends at least 25% of his or her time managing a partial or comprehensive preservation program?

Question 2. What percentage of the preservation administrator's total job assignment is dedicated to preservation activities? If the library has a full-time preservation administrator, general management activities (e.g., meeting attendance, committee participation) should be considered an integral part of the administrator's responsibilities and the answer to this question recorded as 100%. In contrast, where the preservation administrator is a part-time staff member or has a dual assignment (e.g., she or he is also a serials librarian, bibliographer, or curator), the percentage of time devoted to preservation activities and preservation management should be recorded. If the library has no preservation administrator enter “0.”

Question 3. Record the job title (not the individual name) of the person to whom the preservation administrator reports (e.g., “Associate Director for Collection Development”). If the library has no preservation administrator enter “0.”

Questions 4-5. FTE (i.e., “Full-Time Equivalent”) is the numerical representation of full- and part-time work activities. A person working full time is represented by an FTE of 1.00; a person working half time by an FTE of 0.50. Five persons working half time are represented by a combined FTE of 2.50. The number of FTE staff should be determined on the basis of the length of the work week in the reporting library. ***Round figures to the nearest two decimal places.***

Record FTE staff in filled positions or positions that are only temporarily vacant on the date that ends the library's fiscal year. Also record staff hired for special projects, internships, and grants, but provide an explanatory note in the FOOTNOTES section indicating the FTE of such staff. The FOOTNOTES section should also be used to record such information as the number of hours worked by volunteers (this figure is not recorded in the survey itself), and the number of months that a full-time position was vacant during the year.

Report trained professional conservators and photographers (senior practitioners—not technicians) in the “professional” category whether or not they have a master's degree in library studies.

Question 4. Only the preservation administrator and staff who report directly to him or her, or to someone supervised by him or her, should be recorded here. If the library has no preservation administrator, or if the administrator does not have direct line responsibility for staff, enter “0.”

Question 5. This figure includes staff who report to the preservation administrator, as recorded in Question 4, ***and*** staff outside the preservation unit who are involved in preservation activities. The following activities should be included regardless of the department or library to which staff report: conservation, preparation for commercial binding, all activities associated with preservation reformatting (including selection for preservation, searching, and cataloging), and service on preservation committees.

For staff members with dual assignments, record only that time devoted to preservation activities. For example, a student assistant who works 0.40 FTE and devotes half of his or her time to book repair and the rest to serials check-in would be recorded as 0.20 FTE.

Question 6-10. Report all expenditures, regardless of the source of funding (e.g., funds may come from the regular institutional budget, grants, or fees for services).

Canadian libraries should report expenditures only in Canadian dollars. These amounts will be translated into U.S. dollars using a conversion exchange rate of 1.51023 Canadian dollars to 1 U.S. dollar, which was determined using the average monthly noon exchange rate published in the *Bank of Canada Review* for the period July 2002 through June 2003.

Questions 6a-6c. Record salaries for staff reported in response to Question 5, the number of staff engaged in preservation activities library-wide. Do not include fringe benefits.

Question 6d. This answer is the sum of the answers to Questions 6a through 6c. Attach any footnotes for Questions 6a-6c here, as only this figure appears in the data reports.

Question 7. “Contract expenditures” refers to expenditures for preservation services for which the library is invoiced by an outside vendor, organization, or individual (e.g., a commercial library binder, commercial microfilming service, or professional conservator in private practice).

Question 7a.

Conservation: Refers to the remedial and protective treatment (both mechanical and chemical) of bound volumes, manuscripts, maps, posters, works of art on paper, photographic materials, magnetic tapes, and other library materials to restore them to usable condition and/or to extend their useful lives. Note that conservation involves preserving information in its original form. The reproduction of materials (e.g., the copying of information onto the same, similar, or new media) is recorded in the preservation reformatting section of this survey. Conservation also refers to the construction of protective enclosures (e.g., wrappers, jackets, boxes) for library materials. Use of archivally sound methods and materials is presumed.

Conservation encompasses a wide range of treatments, including pamphlet and paperback binding, temporary serials binding, tipping in inserts, making pockets for loose parts, slitting uncut pages, making paper repairs, removing tapes and stains, tightening hinges, replacing endpapers, rebacking, recasing, rebinding, repairing sewing structures before sending volumes out for commercial binding, and item-by-item and mass deacidification. Treatments range from minor procedures that can be done relatively quickly by technicians to major procedures that are chemically and mechanically complex and require the skill and judgment of a conservator.

Conservation may also include item-by-item treatment of materials damaged by water, fire, and mold. Because mass freeze drying and fumigation can involve very large numbers that would mask the size and nature of the in-house conservation effort, such activities are recorded in response to Question 7e, “other contract expenditures” and explained in the FOOTNOTES section, but are not recorded in response to Questions 12-16. Exhibit preparation is recorded as conservation activity when an item is treated (e.g., a print is cleaned), but not when a temporary support (e.g., a book cradle) is constructed to display an item. In the latter case, total FTE staff suffices as a measure of effort.

If fees paid to commercial binders for products and treatments other than library binding (e.g., for phase boxes) have been recorded on the main ARL Statistics 2002-03 in response to Question 21, please note instructions for answering Question 7b, below.

Question 7b.

Commercial binding: Refers to the binding, rebinding, and recasing performed by commercial library binderies, as described in the *Library Binding Institute Standard for Library Binding*, 8th edition (Rochester: Library Binding Institute, 1986). Commercial library binderies use oversewing

machines; Smythe-type sewing machines; double-fan adhesive binding equipment; and automated rounders and backers, hydraulic presses, and spine stamping equipment, in a high-production environment.

This figure should match the figure reported on the main *ARL Statistics 2002-03* survey in response to Question 21, unless the library purchases conservation services from a commercial library binder. ***Where fees have been paid to a commercial library binder for conservation services, record those fees in response to Question 7a herein.*** Subtract conservation fees from the dollar amount reported in response to Question 21 of the main *ARL Statistics 2002-03* and record the resulting figure in response to Question 7b herein. Explain the discrepancy between answers to Question 21 of the main *ARL Statistics* and Question 7b of the *ARL Preservation Statistics* in the FOOTNOTES section.

Question 7e. Other contract expenditures might include fees paid for commercial freeze-drying, fumigating, or mass-deacidification of library materials; membership fees for use of regional conservation facilities; or equipment repairs. If answers are recorded in response to optional Questions 22c and 23c (number of items digitized), record expenditures here. Use the FOOTNOTES section to note the amount and nature of major expenditures.

Question 7f. This answer is the sum of the answers to Question 7a through 7e.

Question 8. Supplies include materials used for conservation treatment (e.g., papers, book cloths, adhesives, pamphlet binders, box board, chemicals, disposable filters for water systems); commercially available archival quality boxes, wrappers, file folders, and envelopes; paper used for preservation photocopying and digitizing; and film, chemicals, and other supplies used for preservation microfilming. Expenditures for equipment and tools costing under \$100 should be recorded here. Expenditures for security labels and stamps, book pockets, call number and bar code labels, and book plates fall outside the scope of this survey and should not be recorded.

Since housing of commercially available boxes, wrappers, folders, and envelopes can involve very large numbers that would mask the size and nature of the in-house conservation effort, the use of such supplies to protect books, manuscripts, maps, microfiche, photographs, videotapes, and other library materials is recorded only here—not in response to Questions 12-16.

Question 9. Record expenditures for equipment and tools costing over \$100, such as machinery (e.g., board shears, fume hoods, microfilming cameras, photocopy machines and scanners exclusively used for preservation reformatting), furniture (e.g., laboratory benches, chemical supply cabinets), and computer hardware purchased for exclusive use by a preservation department for such purposes as conservation management, bindery preparation, and bibliographic searching related to preservation reformatting. Capital expenditures for building renovations (e.g., the construction of a conservation facility) or for construction that results in improved housing of library materials (such as replacement of heating, ventilating, and air conditioning systems) should be recorded only in the FOOTNOTES section.

Question 10. This answer is the sum of the answers to Questions 6d, 7f, 8, and 9.

Certain preservation-related expenses are not requested in this survey (e.g., the cost of staff training, conference attendance, and other staff development activities; printed brochures and posters; purchase of reference materials). If significant, these should be noted in the FOOTNOTES section.

Question 11. Record total preservation expenditures that were funded by external agencies in the form of grants. Funds allocated from the library's regular operating budget (including gifts, royalties, endowment income, and special funds provided to the library by its parent institution) are regarded as internal and should not be reflected here.

Questions 12-14. See definition of *conservation* under instructions for Question 7a above. ***Record the number of volumes (including pamphlets) given conservation treatment, not the total number of treatments performed. Answers to these questions should be mutually exclusive. While any given volume may receive several treatments, it should be***

recorded only once, as a Level 1, 2, or 3 treatment depending on the amount of time devoted to the volume. For example, when an errata sheet is tipped into a volume, three pages are repaired, and its hinges are tightened, and these procedures take a total of 25 minutes to perform, the volume should be recorded only once, as a Level 2 treatment. The repair of several pages of a volume or pamphlet should not be recorded under “unbound sheets” (Question 16), even if the volume is disbound at the time the pages are treated. Rather, treatment of the volume should be recorded once, as a Level 1, 2, or 3 book treatment, depending on the time required to perform all procedures.

When a volume receives conservation treatment and a box is made for it, however, the conservation should be recorded as a Level 1, 2, or 3 treatment, and the boxing should be recorded in response to Question 20 (number of custom-fitted protective enclosures constructed). Likewise, when two pages of a book are repaired and the book is sent to a commercial bindery, the volume should be recorded as a Level 1 conservation treatment and as a “commercial binding” (Question 21).

Because the nature of procedures and the level of in-house conservation expertise varies significantly across ARL libraries, treatments are recorded based on the length of time they require, time being a meaningful and comparable measure of effort. Use of archivally sound methods and materials is presumed.

Question 12. Level 1 conservation treatments require 15 minutes or less to perform.

Question 13. Level 2 treatments require more than 15 minutes but less than two hours to perform.

Question 14. Level 3 conservation treatments require two hours or more to perform. Where an extraordinary number of hours is required to treat selected items, this information can be recorded in the FOOTNOTES section.

Question 15. This answer is the sum of answers to Questions 12-14. ***Report the total number of volumes, including pamphlets, that were treated—not the total number of treatments performed.***

Question 16. Unbound sheets include items such as manuscripts, maps, posters, and works of art on paper. Procedures include a variety of mechanical and chemical treatments (e.g., paper repair, surface cleaning, washing, deacidifying, encapsulating, mounting, matting) that lengthen the life of the item. Use of archivally sound methods and materials is presumed. ***Report the total number of sheets of paper that were treated—not the total number of treatments performed.***

Questions 17-18.

Mass deacidification is a process by which books and papers are treated to neutralize acidity and to introduce an alkaline buffer. Materials are deacidified in batches, in chambers that hold several (or many) items.

Item-by-item deacidification of bound volumes and papers, performed by conservators and technicians, should be recorded in response to Questions 12-16.

Question 19. Record conservation treatment of photographic materials here, including photographs printed on paper, glass, plastics, and other materials. “Non-paper items” include materials other than bound volumes, unbound paper, and photographs. Treatment of non-paper items might include such activities as conserving globes, cleaning videotapes, and repairing motion picture film. Report activities such as remastering videotapes, copying photographs, re-recording sound, and other activities involving duplication of media in response to Question 24 (number of photographs and non-book/paper items reformatted).

Question 20. Custom-fitted enclosures are distinguished from the commercially available boxes and other enclosures identified in Question 8 as “supplies,” in that the former are custom-made to fit their contents and the latter are standard-sized enclosures available through supply catalogs. Custom-fitted enclosures include paper and polyester book jackets, paper and board wrappers, portfolios, phase boxes, double-tray boxes, and other boxes. (Polyester encapsulation of single

sheets should be reported in response to Question 16—not here.) Use of archival quality methods and materials is presumed.

Question 21. See definition of *commercial binding* under instructions for Question 7b above. Record all volumes (including pamphlets) bound or rebound by a commercial bindery.

Questions 22-23. “Number of bound volumes/pamphlets” refers to the reformatting of volumes in their entirety (i.e., each page is copied to produce a facsimile volume in paper, on film, or in digital form). “Number of unbound pages” refers to the sum of the number of full pages copied. For a manuscript written on one side of a sheet, record one page. For a manuscript written on two sides of a sheet, record two pages. For one frame of film that captures one page, record one page. For one frame of film that captures two pages, record two pages.

Preservation photocopying refers only to items photocopied on paper that has a minimum pH of 7.5, a minimum alkaline reserve equivalent to 2% calcium carbonate based on oven-dry weight of the paper, and includes no groundwood or unbleached pulp. Images must be properly fused to the paper.

Preservation microfilming presumes adherence to relevant American National Standards Institute (ANSI) and Association for Information and Image Management (AIIM) standards as well as microfilming guidelines published by the Research Libraries Group and National Library of Canada.

For microfilming, record data only for first-generation microforms. For a monographic set of three volumes, record three volumes; for thirty volumes in a serial run record thirty volumes. Include data for projects that are undertaken cooperatively with other libraries, but not for commercial projects wherein a commercial vendor borrows library materials for filming and subsequent sale of the film. When the library serves as a commercial microfilming vendor for another institution, this filming should be reported by the library that contracts for the filming—not by the library that does the filming. Dissertations that are sent to UMI for filming should not be recorded.

Record preservation microform masters produced by copying non-archival or damaged film, or produced from digitized text. Use the FOOTNOTES section to indicate the scope and nature of such activity.

Digitizing for preservation purposes is the reproduction of bound volumes, pamphlets, unbound sheets, manuscripts, maps, posters, works of art on paper, and other paper-based materials for the purpose of:

- a) making duplicate copies that replace deteriorated originals (e.g., by digitizing texts and storing them permanently in electronic form and/or printing them on alkaline paper);
 - b) making preservation master copies and thus guarding against irretrievable loss of unique originals (e.g., by making high-resolution electronic copies of photographs and storing them permanently and/or printing them; or
 - c) making surrogate copies that can be retrieved and distributed easily, thereby improving access to information resources without exposing original materials to excessive handling;
- or some combination of these factors.

Record the total number of items that were digitized—not the total number of versions of these items that were created. Where a photograph is scanned and printed, a low resolution image mounted on the World Wide Web, and images having higher resolution recorded on CD-ROM, report one photograph digitized.

Question 24. Refers to the copying of all types of photographs, and non-paper media such as audio tapes, videotapes, various types of disks, and motion picture film for preservation purpose (see instructions for *digitizing for preservation purposes*, above). A photograph copied using a 35mm. camera is an analog reproduction; a photograph copied using a digital camera is a digital reproduction.

Footnotes. Explanatory footnotes will be included with the published statistics. Reporting libraries are urged to record in the footnote section any information that would clarify the figures submitted, e.g., the inclusion of branch campus libraries (see paragraph six of the "General Instructions" for definition of branch campus libraries). For the first time, the footnotes from the previous year will be presented in the web form. Please update, delete, or leave them unchanged if they remain valid. If you add new footnotes, please number them to correspond to numbered questions in the questionnaire.

Submit the completed questionnaire on the web
<<http://lrc.lis.uiuc.edu/ARL/survey.cgi/>>
by **December 1, 2003.**

Please contact Mark Young at (202) 296-2296 or stats-ra@arl.org for assistance.

FOOTNOTES TO THE ARL PRESERVATION STATISTICS 2002-03

Footnotes may also include errata and corrections to data from prior years not previously reported. Numbers in parentheses refer to columns in Library Data Tables and to Questionnaire numbers.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
ALABAMA		All figures are as of September 30, 2003 and exclude the Social Work Reading Room and Communication & Information Science Reading Room.
	1-3	The Law library Preservation administrator dedicates 10% of total job assignment to preservation activities and reports to the Assistant Director. The Map Library Preservation administrator dedicates 20% of total job assignment to preservation activities and reports to Dept. of Geography chairperson.
	4	Law library reports: (4a) 0.10; (4c) 0.50; Map Library reports: (4a) 0.20.
ARIZONA		Excludes the University of Arizona South campus.
ARIZONA STATE		Includes the branch campus libraries ASU East and ASU West.
	8	The dollar cost of supplies is counted, not the number of items rehoused, using standard commercial products.
AUBURN		All figures are as of September 30, 2003.
BOSTON		Includes the Mugar library, Special Collections, Theology Library, and the Medical library. Excludes the Law library.
	1-3	The Preservation Administrator is in Special Collections.
	21	Excludes Special Collections.
BOSTON COLLEGE		All figures are as of May 31, 2003.
BRIGHAM YOUNG		All figures are for the calendar year ending December 31, 2002.
BRITISH COLUMBIA		All figures are as of March 31, 2003.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$41,371; (6b) \$266,460; (6c) \$5,134; (6d) \$312,965; (7a) \$0; (7b) \$189,869; (7c) \$0; (7d) \$14,551; (7e) \$0; (7f) \$204,420; (8) \$5,874; (9) \$50; (10) \$523,309; (11) \$525.
	16	Includes UN collection.
	22b	Includes BC Directories, 1966-70; Ubysey v.80-83; UBC Reports v.44-47; UBC Historical Theses 1950-53; Clover/Snow Collection; Provincial Examinations 2000-01; UBC M.Ed Major Papers, 2002.
BROWN		Includes the John Carter Brown Library and the Medical library. Medical library statistics cannot be disaggregated from the main statistics, because the Medical collection is an integral part of the Sciences Library.
CALIFORNIA, BERKELEY		Excludes Law library, except where noted.
	5	Includes Law library; staffing figures for The Library only are: (5a) 4.54; (5b) 19.47; (5c) 6.92; (5d) 30.92.
	6	Includes Law library; salary figures for The Library only are: (6a) \$325,140; (6b) \$834,406; (6c) \$147,024; (6d) \$1,306,571.
	7a	Figure is for Law library only.
	7b	Expenses for The Library only are \$1,120,681; of that amount \$144,098 was deposited to the UC Bindery to fund three special projects - page repair, boxmaking, and preservation photocopying.
	7c-24b	Figures reported are for The Library only.
	7e	Figure includes an expense of \$20,305 for vacuum freeze drying & salvage

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		services following an incident of water damage to the collections.
CALIFORNIA, DAVIS		Includes General Library only; Law library is excluded.
	7b	Excludes contract binding for the Law library, which was included in contract binding expenditures (21) in <i>ARL Statistics 2002-03</i> .
	7e	Increase due to transfer using campus fleet services and Library personnel to commercial vendor for transportation of items to the Bindery.
	8	Decrease due to changes from hardback to plastic in-house binding.
	21	The increase of in-house binding has decreased the number of items sent to be commercially bound.
	23b	Figure reflects discontinued microfiche of dissertations and masters theses.
	23c	Decrease due to the end of a special project in 2001-02.
	24b	Special project in previous years has culminated.
CALIFORNIA, IRVINE	23b	Figure represents pages of newspapers.
CALIFORNIA, LOS ANGELES	7, 8	The figure for contract commercial binding (21) in the <i>ARL Statistics 2002-03</i> includes not only commercial binding (7b), but also contract conservation (7a) and preservation supplies (8).
	11	Figure represents endowment funding for constructing and equipping a conservation lab during 2002-03.
CALIFORNIA, RIVERSIDE	2	Response reflects a change of assignment.
	6	2001-02 figures were incorrectly reported.
	8	Some supplies were purchased in larger quantities in 2001-02 to last for 2 years.
	13-24b	Figures based on project-driven workload.
CALIFORNIA, SAN DIEGO	2	Includes Biomedical Library and Medical Center Library.
	23b	There is no microfilming of single sheets; all are scanned.
CASE WESTERN RESERVE		Includes Social Science library.
	7c	Includes digitizing and photocopying done at the same time.
	7e	Includes freeze-dry and rebinding of wet books from Law library (\$13,313), CD and Microfilm Master storage (\$354), and mass-deacidification (\$1,069).
CHICAGO	7b	Includes phase boxes and rebinds of existing materials in the collection.
	7e	Includes costs for contracting digital services, though this figure is low and does not accurately represent full costs. At present costs for digitization are not separable from combined costs for preservation photocopy.
	21	Includes phase boxes and rebinds of existing materials in the collection.
	24b	Includes 6,542 photographs; 188 reel-to-reel tapes; and 67 cassettes.
CINCINNATI		Excludes Raymond Walters College and Clermont College.
	1	Medical Center Libraries do not have a preservation administrator.
	2	70% of the administrator's job at University Libraries is dedicated to preservation; 25% of the administrator's job in the Law library is dedicated to preservation.
	3	In the University Libraries, the Preservation Administrator reports to the Head of the Access Services Division.
COLORADO	6	Includes staff in preservation department (4a-4d) only. Staff outside the preservation department engage in preservation activities as a part of the workload, but this activity is not reported separately.
	7b	Binding service performed conservation services as part of the binding contract. Figure represents the binding only.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
COLORADO STATE	4c, 5c, 6c	2001-02 salary/FTE included student assistants assigned to Preservation Department that worked on a large shelving project.
	4d, 5d	Support staff was reduced due to budget reallocation.
	20	Decrease due to fewer materials requiring enclosures.
COLUMBIA	4, 5	Includes 11.06 FTE staff hired for special projects, internships, and grants.
	7a	Protective enclosures produced by contract conservators and repair work done by the commercial binder are accounted for here.
	7b	Figure differs from contract binding (21) in the <i>ARL Statistics 2002-03</i> by excluding \$50,767 (representing custom-made enclosures) and \$66,971 repair work included on (7a), and \$19,344 included with supplies (8). Also excluded from this figure are \$90,000 of Law expense and \$74,500 of Health Sciences expense. The listed expenditures match the amount of volumes bound (21).
	7d	Includes \$118,644 for NEH Slavic Culture & History project.
	7e	Includes \$83,191 for NEH Slavic Culture & History project cataloging and filming preparation, and \$154,382 for preservation copying of audiotapes.
	24a	Figure represents number of hours of audio recordings reformatted.
CONNECTICUT		Includes branch campuses at Avery Point, Stamford, Torrington, Waterbury, and West Hartford.
	7b	Excludes \$557 from the figure reported for contract binding (21) in <i>ARL Statistics 2002-03</i> . This amount is included on this survey as contract conservation (7a) and contract preservation photocopying (7c).
CORNELL		Figures include the Law library campus in Ithaca, NY, and the Geneva Experiment Station Library in Geneva, NY.
	4	Figures reflect the Department of Preservation and Collection Maintenance only.
	5	Figures include all campuses.
DUKE	4a, 5a, 6a	Increase due to the hiring of a Collections Conservator and a temporary Collection Assessment Librarian.
	7a, 7e	Decrease due to fewer items contracted for conservation.
	8, 9	Increase due to the creation of a new conservation lab.
	22b	Decrease apparent because of a microfilming grant used in 2001-02 to reformat some bound volumes; the grant was not available in 2002-03.
	23a, 23c, 24a, 24b	Decrease apparent because a special reformatting project took place in 2001-02, and did not occur in 2002-03.
GEORGIA	5, 6b	5.00 FTE support staff positions and 5.50 FTE student assistant positions were paid from external sources. External funding for these 10.50 FTE staff and student assistant positions was \$143,036.
	7e	\$349,000 in external funding was expected on contract imaging for digital projects.
GEORGIA TECH		Figures exclude the Architecture library. Due to a flood in December of 2000, 5,000 volumes were damaged and were sent to a drying facility.
GUELPH		All figures are as of April 30, 2003 and exclude four regional agriculture colleges: Ridgetown College, Alfred College, Kemptville College, and the Horticultural Research Institute of Ontario.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$720; (6b) \$93,505; (6c) \$1,120; (6d) \$95,345; (7a) \$1,765; (7b) \$57,355; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$59,120; (8) \$700; (9) \$0; (10) \$155,165; (11) \$0.
	6	Figures reflect the true annual salary multiplied by the proportion of time

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		spent (1%) on actual preservation duties.
HARVARD		<p>Figures include the Center for Hellenic Studies and the Dumbarton Oaks Library, both in Washington, D.C. Preservation statistics for several Harvard libraries were unavailable or incomplete due to the decentralized nature of libraries at Harvard.</p> <p>3 The preservation administrator reports directly to the Librarian of Harvard College, and to the Associate Director of the University Library for Administration and Programs.</p> <p>6-10 Due to the decentralized nature of libraries at Harvard, figures for expenditures are not reported consistently from year to year. In particular, salary figures are under-reported.</p> <p>9 2002-03 included over \$67,000 for scanning lab equipment.</p>
HAWAII		<p>Figures do not reflect the Integrated Pest Management program (a key program, as the Library is located in a semi-tropical area). In 2002-03, 34,895 volumes were treated as a preventative measure as well as for active pest infestation.</p>
HOUSTON		<p>Excludes branch campuses at Clear Lake, Downtown Houston, and Victoria. The significant drop in preservation expenditures from 2001-02 relates to the end of a large preservation project undertaken by the University of Houston Law Library, necessitated due to damage caused by Tropical Storm Allison. The bulk of expenditures on this project took place during 2001-02 and were reported on that survey.</p>
ILLINOIS, URBANA		<p>2 2002-03 represents the first full year the library has employed a full-time preservation administrator.</p> <p>4b Decrease in staffing resulted from FMLA leave for one member of the staff and further redefinition of positions in the library's newly developing preservation and conservation program.</p> <p>5b A significant portion of this figure's decrease since 2001-02 resulted from the re-allocation of staff labor to preparing materials for transfer to the library's high-density storage facility.</p> <p>6b Decrease is largely the result of attrition, and the need to replace long-time employees who are no longer with the library.</p> <p>6c Decrease results from decreasing student wage budgets, the end of several significant projects largely funded by one-time monies, and some level of over-reporting in the past.</p> <p>7a Decrease is largely the result of re-defining what constitutes conservation to more closely match the definitions.</p> <p>7d This category is composed exclusively of grant funded expenditures.</p> <p>7e Funds were largely composed of new expenditures on mass deacidification and the reformatting of audio-visual materials.</p> <p>12, 13 Decreases are the result of two changes in library operations. First, a significant portion of staff have been reallocated from repair and collection maintenance activities to activities related to the development of the library's high-density storage facility. The second reason is a change in statistics gathering to report treatments, rather than processes.</p> <p>20 Decrease largely results from the reallocation of labor from basic collections maintenance activities to support the library's high-density storage facility.</p>
INDIANA		<p>Excludes Bloomington campus libraries that are not under the direct authority of the Dean of University Libraries: the Indiana University Law Library, the Kinsey Institute Library, and the Archives of Traditional Music. Also excludes branch campus libraries at Indianapolis, Richmond, Ft.</p>

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		Wayne, Kokomo, Gary, South Bend, and New Albany.
IOWA	7e	Held over one invoice from 2001-02, plus sent through an extra shipment.
	9	Includes one-time purchases as money becomes available: book presses, vertical & horizontal ploughs, hepa vacuum cleaner.
	12, 15	Includes refurbishing project for special collections book collection as staff time allows.
	17	Figure reflects a shipment for 2001-02 held back and sent through in 2002-03, plus an extra shipment in 2002-03.
	20	Decrease due to a special project 2001-02 for women's archives scrapbooks. Current figure reflects routine workflow.
	22c	Figure reflects gradual main-streaming of top-down digital scanning work into regular work flow.
IOWA STATE	4a	Includes the time of the Conservator, 27% of the time of the acting department head and 3.34% of time for a second acting department head in 2002-03.
	5b	Includes .01 FTE support staff for grant-based microfilming project.
	5c	Includes .0625 FTE students hired for the grant-funded microfilming project.
	7d	Decrease from 2001-02 due to the completion of a major grant-funded microfilming project, although a small portion of the grant work is included in current figure.
	7e	Nothing was spent in 2001-02 because of existing supplies from 2000-01.
	9	Includes the cost of microscope and freezer equipment purchased with grant funds.
	11	Decrease due to completion of major grant work in 2001-02.
	14	Fewer level 3 items were completed in 2002-03 than in 2001-02.
	16	Increase in 2002-03 due to an in-house project to flatten and treat architectural drawings from the Archives.
	22b	2001-02 figure revised to 1,022. Decrease in 2002-03 due to the completion of the majority of work on a major microfilming grant project.
JOHNS HOPKINS		Includes the School of Advanced International Studies, Peabody Conservatory, Applied Physics Laboratory, Welch Medical Libraries, Lilienfeld Library and the Population Center Library. Excludes the Italy Center (Bologna), the China Center (Nanjing), the Institute for the History of Medicine and the Montgomery County Center in Rockville, MD.
KANSAS		Includes the Law library, the Regents Center (Overland Park), and the University of Kansas Medical Center in Kansas City. Excludes the Clendening History of Medicine Library, Kansas City, and the University of Kansas Medical School in Wichita.
KENT STATE		Excludes branch campuses at Ashtabula, East Liverpool, Geauga, Salem, Stark, Trumbull, and Tuscarawas.
	7b	Excludes expenditures for branch campuses that were included as contract binding (21) in the <i>ARL Statistics 2002-03</i> .
	8	Figure based on estimate.
KENTUCKY		Excludes the Lexington Community College branch campus.
	4a	Conservation Librarian position vacant during most of the reporting period.
	4b	Includes the Conservation Technician, a position created by reassigning a Reformatting Technician.
	7a	Contract conservation services include services by independent contractors. Commercial bindery provided no conservation services.
	7b	Figure for contract binding (21) in the <i>2002-03 ARL Statistics</i> is incorrect; the

INSTITUTION NAME

**QUESTION
NUMBER**

figure listed here is correct.

- 7e Includes contract services for maintenance contracts for microfilming equipment.
- 11 Includes maintenance contracts for MEKEL scanners.
- 21 Includes 5,018 volumes bound through the YBP Shelf Ready program.
- 22 Includes 180 volumes (20,158 exposures) filmed by the SOLINET/ASERL Cooperative Preservation Microfilming Project and 333 volumes, mostly newspapers, (216,156 exposures) filmed by the Library's Reprographics Unit.

LAVAL

All figures are as of May 31, 2003.

- 6-11 Expenditures as reported in Canadian dollars: (6a) \$86,870; (6b) \$184,529; (6c) \$0; (6d) \$271,399; (7a) \$22,202; (7b) \$0; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$22,202; (8) \$56,449; (9) \$9,212; (10) \$359,262; (11) \$106,834.
- 11, 22 External expenditures (11) includes a grant for digitization project; which includes 488 documents digitized (22), or 118,423 pages.
- 21 All binding done in-house, including volumes commercially bound.

LIBRARY AND ARCHIVES OF CANADA

- 1-3 The position of preservation administrator has been vacant since 1998. Responses are for the position to be staffed, which reports to the Director General of Strategic Policy and Planning.
- 5 Includes staff from National Archives of Canada (NAC), involved in the preservation of National Library materials and special retrospective selection/separation of preservation copies from general collection.
- 5b Additional contracted staff for retrospective selection/separation of preservation copies from general collection also identifying material for treatment.
- 6-11 Expenditures as reported in Canadian dollars: (6a) \$590,802; (6b) \$377,805; (6c) \$17,436; (6d) \$986,043; (7a) \$0; (7b) \$8,725; (7c) \$0; (7d) \$0; (7e) \$22,046; (7f) \$30,772; (8) \$243,933; (9) \$22,313; (10) \$1,283,061; (11) \$0.
- 6 Includes salaries expended for NAC staff involved in the preservation of National Library materials and special retrospective selection/separation of preservation copies from general collection.
- 7a No contracted conservation services in 2002-03.
- 8-9 Includes expenditures for NAC supplies and equipment required to perform preservation treatment to National Library materials. Also includes additional funding for Music preservation supplies.
- 9 Include funds spent on bookends (\$96,100) and newspaper boxes and folders (\$7,315).
- 12-23 The NAC provides in-house conservation/preservation and copying services for the National Library.
- 12 Figure reflects number of items (volumes, pamphlets, inclusive).
- 13 Figure reflects number of items (volumes, pamphlets and sheet count, inclusive).
- 17 Mass de-acidification unit ceased operation in April 2003, in the future this activity will be out-sourced.
- 20 Excludes protective envelopes and wraps.

LIBRARY OF CONGRESS

All figures are as of September 30, 2003.

- 5 Includes Preservation Directorate and Motion Picture/Broadcasting and Recorded Sound Division.
- 18 In 2003 Library of Congress had a document mass deacidification machine installed on site. For the first time ever, the Library of Congress was able to start mass deacidification of its extensive document collections. Figure reflects number of documents.

LOUISVILLE

Includes Art, Music, and Engineering libraries. Excludes the Health Sciences

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		Campus, Kornhauser Library. Louisville is just at the beginning of preservation activities, so some figures may be unusually small. Increases can be expected in the future.
McGILL		All figures are as of May 31, 2003, unless otherwise noted.
	1	Position for a full-time Preservation Librarian was filled May 2003 with a starting date in August 2003. Future figures will represent a more precise account of system-wide preservation activities.
	6-11	Expenditures as reported in Canadian dollars: (6a) U/A; (6b) U/A; (6c) U/A; (6d) U/A; (7a) \$32,441; (7b) \$191,791; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$224,232; (8) \$4,235; (9) \$910; (10) \$229,377; (11) \$0.
	8, 9	These figures do not represent system-wide expenditures.
	21	Figure as of April 30, 2003.
McMASTER		All figures are as of April 30, 2003.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$106,079; (6b) \$70,944; (6c) \$2,500; (6d) \$179,523; (7a) \$0; (7b) \$152,969; (7c) \$0; (7d) \$2,000; (7e) \$0; (7f) \$154,969; (8) \$14,268; (9) \$0; (10) \$348,760; (11) \$1,700.
MARYLAND	22b, 23b	Total microfilming decreased due to an "in between" year for grants for filming Prange collection and the Porter sofa conservation project.
MASSACHUSETTS		Excludes branch campuses at Worcester, Boston, Lowell, and Dartmouth.
MIT		MIT added a rare book conservation lab to our existing facilities in 2002-03; as a result, figures include additional staff (conservator) and expenditures (conservator's salary, equipment, and supplies). The treatment numbers reflect some down-time during the renovation and set-up of the conservation lab.
MIAMI		All figures are as of May 31, 2003 and include the Otto G. Richter Library (central library), its branches (architecture, business, math, music, and remote storage facility) and the law, marine, and medical libraries of the University of Miami.
	9, 10	IMLS-grant-funded equipment expenditure of \$4,995 for central library was not included in equipment (9) for 2001-02. As a result, the 2001-02 figure for total expenditures (10) is revised to \$557,493.
	11	IMLS-grant-funded personnel expenditure was not included in 2001-02; figure revised to \$70,460.
	12-15	Figures for central library and branches are based on estimates.
	22b	177 items for central library are still in process of filming on a multi-year SOLINET grant.
	23c, 24b	Includes digitization of items in central library funded through IMLS grant, Cuban Heritage Collections Digitizing Project.
MICHIGAN		Includes Bentley Historical Library, William L. Clements Library, and Kresge Business Administration Library. Excludes branch campuses in Dearborn and Flint.
	4b	Includes 2.0 FTE grant projects staff. Excludes 1.0 FTE volunteers in Conservation Services.
	7b	Excludes Bentley, Clements, and Business Library data that was included in contract binding (21) of the <i>ARL Statistics 2002-03</i> .
	7e	Includes expenditures for digital imaging, mass deacidification, freeze-drying, service contracts & equipment maintenance, off-site archival microfilm storage, and shipping to vendors.
	8	Includes supplies purchased for University Library units, as well as for

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		Preservation Division operations.
	10	Excludes \$36,328 for commercial archival replacements of brittle library materials, and \$6,003 for staff travel and development.
	12-20	Includes Law library data.
	12	Includes basic book repairs performed by non-Preservation staff within their departments.
	21	Excludes Bentley, Clements, and Kresge Business libraries.
MICHIGAN STATE		Excludes the Detroit College of Law Library, which is located on the MSU Campus but is not affiliated with the MSU Libraries.
	7a	2001-02 figure includes expenditures for a special map conservation project.
	7d	Includes 2002-03 NEH grant project expenditures.
	8	Decrease due to limited budget in 2002-03.
	9	Awaiting renovation of new lab space and conservator.
	16	Decrease due to limited budget for staffing in 2002-03.
	24b	Number refers to sound units not tapes or reels. Sound units are varying lengths. Grant project included.
MINNESOTA		Excludes branch campuses at Duluth, Morris, and Crookston.
	5d	Excludes 0.45 FTE volunteer workers.
	7d-e, 18-19, 22	Decreases from 2001-02 due to completion of grant-funded projects.
MONTREAL		All figures are as of May 31, 2003.
		Some lower figures for 2002-03 can be explained by an eleven week strike of the librarians and support staff at the Université de Montréal.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$0; (6b) \$247,210; (6c) \$0; (6d) \$247,210; (7a) \$24,235; (7b) \$134,109; (7c) \$0; (7d) \$17,144; (7e) \$0; (7f) \$175,488; (8) \$11,713; (9) \$0; (10) \$434,411; (11) \$0.
	7b	The discrepancy with the figure for contract binding (21) of the <i>ARL Statistics 2002-03</i> can be explained by some conservation costs that could be isolated and declared in (7a).
NATIONAL AGRICULTURAL LIBRARY		All figures are as of September 30, 2003.
	4-7	Figures reflect changes in program staffing and activity.
	7a	Contracted conservation took place in two phases. 2001-02 figures reflected evaluation phase, 2002-03 figure reflects execution phase.
	7b-e	Figures reflect shifting priorities in contracting.
	7e	Includes preservation digitizing, paintings conservation, and off-site preservation storage.
	9	Includes major purchase of conservation shelving for newly renovated controlled-environment stack.
	20	Changes from 2001-02 reflect a cyclical purchase.
NATIONAL LIBRARY OF MEDICINE		All figures are as of September 30, 2003.
	7d	Includes \$280,199 for preparation of volumes, \$499,045 for microfilming, and \$14,519 for inspection of new microfilm.
	7e	Includes: Off-site storage of microfilm and audiovisual preservation masters (\$73,146); microfilm duplication (\$36,153); inspection of old microfilm (\$24,925); binding preparation (\$254,095); rehousing archives and modern manuscripts, prints and photographs, and historical audiovisu (sic) (\$97,500); digital services (\$174,062); preservation of prints and photographs (\$16,173); consultant for establishing a conservation environment for collection storage and exhibition areas (\$12,307); audiovisual duplication (\$68,921); preservation related archival processing (\$72,296).
	9	Excludes \$5,000 for conservation lab cabinetry.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
NEBRASKA	7b	Includes Law library binding.
NEW MEXICO		The General Library, Law Library, and Health Sciences Library are separately funded and administered. The UNM Health Sciences Library changed its name; it is now known as the Health Sciences Library and Informatics Center. None of these libraries has a preservation administrator; the General Library has a Preservation Committee. Excludes the Bainbridge Bunting Memorial Slide Library, the MEC/Equity Library, the Tireman Learning Material Library, the Native American Studies Library, and branch campuses in Gallup, Los Alamos, Taos, and Valencia.
NEW YORK		All figures are as of August 31, 2003 and include the Medical, Dental and Law school libraries, the Institute of Fine Arts/Conservatory Center Library, the Courant Institute and Real Estate Institute libraries, in addition to Bobst Library.
	24a	Figure reflects 800 feet of film, 6 hours of video.
NEW YORK STATE LIBRARY		All figures are as of March 31, 2003 and include the New York State Law Library and the New York State Medical Library.
NORTH CAROLINA	7b	Includes \$6,853 for custom enclosures.
	7d	Contract microfilming expenditures for an NEH-supported cooperative project are paid by SOLINET on behalf of participating libraries.
	22b	720 volumes filmed as part of the SOLINET Cooperative Preservation Microfilming Project.
NORTHWESTERN		All figures are as of August 30, 2002 and include the Galter Library, the Law library and the Schaffner Library on the Chicago campus.
	4a	Includes .3 FTE professional staff supported by grants.
	4b	Includes 1 FTE support staff supported by grants.
	4c	Includes .28 FTE students supported by grants.
	4d	Includes 2 FTE staff supported by grants, and 320 hours worked by volunteers.
	6d	Includes grant-funded positions, and non-preservation department positions.
	7e	Contract expenditure for mass deacidification only.
NOTRE DAME		Includes all branch libraries and law library.
	7e	Includes mass deacidification (\$6,341), custom die-cut boxes (\$11,685), and audio reformatting and restoration (\$35,000).
	20	Includes 1,633 custom book boxes die-cut at vendor.
	23b	Includes newspaper pages microfilmed.
OHIO		Includes branch campuses at Chillicothe, Eastern, Lancaster, Southern, and Zanesville.
	9	Excludes \$8,625 to improve the air quality in Archives & Special Collections' storage vault.
OKLAHOMA	5c, 5d	2001-02 figures did not include amounts reported in (4).
	6b	Includes addition of Schusterman Library located on Tulsa campus.
	7a	2001-02 figure had duplication.
	8, 14	Increased conservation treatment for volumes in History of Science Collection.
	20	Decrease due to less need in 2002-03.
OKLAHOMA STATE		Excludes branch campus libraries at Oklahoma City, Okmulgee, Tulsa, and

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		the OSU College of Health Sciences in Tulsa.
	7b	Figure reflects commercial binding for the Stillwater campus libraries only, so it differs from the figure for contract binding (21) of the <i>2002-03 ARL Statistics</i> .
PENNSYLVANIA	14	40 volumes were given intensive (more than 5 hours) conservation treatment.
PENNSYLVANIA STATE		Includes branch campuses at Lehigh Valley, Altoona, Abington/Ogontz, Behrend, Berks, Beaver, Delaware, DuBois, Fayette, Hazleton, Great Valley, McKeesport, Mt. Alto, New Kensington, Schuylkill, Shenango, Wilkes-Barre, Scranton, and York. Excludes the Capital (Harrisburg) branch campus.
	7b	Figure represents only commercial binding. Conservation service fees from the commercial binder and mass deacidification expenditures have been subtracted from the figure for contract binding (21) in the <i>ARL Statistics 2002-03</i> .
	7e	Figure represents expenditure for mass deacidification and digitization.
PITTSBURGH		Includes entire ULS including Bradford, Greensburg, Johnstown and Titusville branches.
	4d	5 FTE are supported by library's operating budget and include 3 FTE and 2 FTE equivalent in student workers.
	5d	8 FTE as reported in (4). 3 FTE equivalents consist of staff conducting commercial binding preparation in the departmental libraries, and reformatting and protective enclosure preparation in the Special Collections, Archives Service Center, and Digital Research Library. The FTE number has decreased since the off-site move of the Preservation Department. In addition, reformatting activities such as microfilm has been centralized and deacidification and encapsulation activities are now handled solely by Preservation.
	7a	Endowment funding was used to support the conservation treatment of the double elephant folio prints from John James Audubon's Birds of America.
	7c	\$18,000 was provided by a grant to support the Dick Thornburgh archive and the remaining \$10,000 came from operating budget and supported the brittle books program.
	7d	Supported the microfilming of newspapers in the Archives Service Center.
	7e	Endowment funding is used to support a ten-year mass deacidification effort, currently in its fourth year.
	8	\$7,500 from Preservation Department operating budget; \$1,000 from Special Collections operating budget; \$3,000 from Archive Service Center's operating budget.
	11	Grant funding was used to support creating preservation facsimiles for scrapbooks in the Dick Thornburgh archives.
	20	435 custom enclosures were created to house each double elephant folio print from John James Audubon's Birds of America.
PURDUE		Excludes Calumet and North Central branch campus libraries.
QUEEN'S		All figures are as of April 30, 2003. The University Archives are separately administered; they are not part of the library system.
	1-3	There is no one at QUL with 25% responsibility for preservation administration. The responsibility (10-15%) is included in the Special Collections Unit Head who reports to the Associate University Librarian. The Special Collections unit includes 1.2 technicians working in basic conservation activities.

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	6-11	Expenditures as reported in Canadian dollars: (6a) \$14,000; (6b) \$217,000; (6c) \$0; (6d) \$231,000; (7a) \$0; (7b) \$143,922; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$143,922; (8) \$5,038; (9) \$0; (10) \$379,960; (11) \$0.
	6d	Includes staff also involved in commercial binding processing.
	7a	No contract conservation activities in 2002-03.
RICE	6a	Salary increased due to additional staff added in the rare book area.
	7e	Increase due to flooding in several areas of the library.
ROCHESTER		Includes Sibley Music Library and Miner Medical Library.
RUTGERS		Includes two Law libraries, colleges and professional schools in Camden, Newark, and New Brunswick, and services to a non-Rutgers medical school.
SASKATCHEWAN		All figures are as of April 30, 2003 and include Law and Medical libraries. Data are unavailable for routine mending done in Access Services and branch libraries outside of central Binding Unit reporting to the Head of Acquisitions.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$29,263; (6b) \$102,772; (6c) \$0; (6d) \$132,035; (7a) \$0; (7b) \$103,646; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$103,646; (8) \$100; (9) \$0; (10) \$235,781; (11) \$0.
SMITHSONIAN INSTITUTION		All figures are of September 30, 2003 and include all 20 branch locations of the Smithsonian Institution: In addition to the 18 libraries located in the metropolitan Washington, DC area, costs and figures are included for the Cooper-Hewitt National Design Museum in New York City, and the Smithsonian Tropical Research Institute in Panama.
	4b	Includes 1 position vacant for 5 months, and 2 positions reassigned to other units mid-year.
	6a-6d	Includes benefits.
	7b	The figure reported for contract binding (21) on the <i>ARL Statistics 2002-03</i> includes the costs for custom enclosures which were done by the same contractor. This binding figure does not include the cost of enclosures.
	7e	Includes custom enclosures done on contract.
	8	Includes labeling, date due slips and emergency response supplies.
	9	Includes sink for conservation laboratory.
	13	Includes condition reports, facilities reports, and emergency disinfection.
	20	71 custom enclosures constructed by SIL staff; 402 custom enclosures over 20mm thickness constructed on contract. Costs are included in (7e).
SOUTH CAROLINA		Excludes Medical library and branch campuses in Aiken, Salkahatchie, Beaufort, Lancaster, Spartanburg, Sumter, and Union.
SOUTHERN CALIFORNIA		Includes the Law library, which is an administratively separate library located on the Main Campus. Includes Health Sciences Library System, which is an administratively separate system and located on a separate Health Sciences Campus (except for the Dental Library, which is located on the Main Campus).
	5a, 6a	Includes Central Library System and Law library only. Health Sciences System reports zero.
	7d, 13, 20, 24b	Includes Central Library System only. Law and Health Sciences System report zero.
	8, 12, 15, 21	Includes Central Library System and Health Sciences System only. Law library reports "unavailable."
SUNY-ALBANY		Includes Gov. Thomas E. Dewey Library for Public Affairs and Policy, and

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
		the Science Library.
SYRACUSE	7b	Includes Law library.
	7e	Figure reflects contract reformatting of historical sound recordings.
	12	Includes 8,070 volumes treated by paperback stiffening.
	24a	Includes 50 tape reels and 12 cylinder recordings.
TEMPLE		Includes Ambler Campus Library, Tyler School of Art Library, and Harrisburg Library.
	5a, 6a	Includes 1.2 FTE for grant funded digitization project.
	5b, 6b	Includes 1.76 FTE for grant funded digitization project.
	5c, 6c	Includes .5 FTE for grant funded digitization project.
	5d, 6d	Includes 3.46 FTE for grant funded digitization project.
	7e	Includes outsourced scanning and indexing of slides for grant-funded digitization project.
	9	Includes equipment purchases for grant funded digitization project
	21	Temporary freeze in binding by University Libraries resulted in 45% overall decrease from 2001-02.
	22c, 23c, 24b	Figures reflect a grant-funded digitization project.
TENNESSEE		Includes branch campuses at Memphis and Tullahoma.
TEXAS		All figures are as of August 31, 2003, and include the Law Library, Harry Ransom Humanities Research Center (HRHRC), and the Center for American History (CAH). General Libraries (GL) numbers include figures for the NEH Rare Early 20th-Century Mexican Newspaper Project and the NEH Rare Early 19th-Century Mexican Newspaper Project. Figures exclude the McDonald Observatory Library.
	1-3	The General Libraries (GL) employs 1.0 FTE Head Librarian, Preservation Services who reports to the Head Librarian, Technical Services Operation Division. The HRHRC employs 1.0 FTE Chief Conservation Officer who reports to the Associate Director of the Center.
	4a	Includes 1.0 FTE (GL); 6.5 FTE (HRHRC).
	4b	Includes 7.00 FTE (GL); 3.0 FTE (HRHRC).
	4c	Includes 0.28 FTE (GL); 0.50 FTE (HRHRC).
	5a	Includes 1.40 FTE (GL); 7.5 FTE (HRHRC); 0.35 FTE (Law); 1.40 FTE (CAH).
	5b	Includes 8.70 FTE (GL); 7.0 FTE (HRHRC); 0.25 FTE (Law); 0.80 FTE (CAH).
	5c	Includes 1.25 FTE (GL); 2.0 FTE (HRHRC); 0.10 FTE (Law); 0.60 FTE (CAH). Excludes 0.02 FTE volunteers and student interns (GL).
	6a	Includes \$56,900 (GL); \$299,975 (HRHRC); \$16,328 (Law); \$54,382 (CAH).
	6b	Includes \$219,178 (GL); \$163,950 (HRHRC); \$5,376 (Law); \$15,672 (CAH).
	6c	Includes \$21,688 (GL); \$10,200 (HRHRC); \$400 (Law); \$6,096 (CAH).
	7a	Figure for Law only.
	7b	Includes \$124,266(GL); \$19,096 (Law).
	7c, 7d, 22a-c, 23c	Figures are for GL only.
	7e	Figure for Law only.
	8	Includes \$11,142 (GL); \$57,087 (HRHRC); \$4,849 (Law).
	9	Figure for GL only.
	11	Includes \$76,405 (GL); \$115,802 (HRHRC).
	12	Includes 24,629 (GL); 6 (HRHRC); 151 (Law); 4 (CAH).
	13	Includes 1,842 (GL); 30 (HRHRC); 135 (Law); 13 (CAH).
	14	Includes 321 (GL); 288 (HRHRC); 19 (Law); 7 (CAH).
	16	Includes 2,396 (GL); 7,889 (HRHRC); 139 (CAH).
	19	Includes 1 (GL); 16 (HRHRC); 6 (CAH).
	20	Includes 1,667 (GL); 14,264 (HRHRC); 36 (Law); 27 (CAH).

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
	21	Includes 20,967 (GL); 2,576 (Law).
	23a	Includes 500 (GL); 2,526 (CAH).
	23b	Figure for GL only and is for 130 first-generation copy negatives and transparencies.
	24a	Includes 10 (GL); 785 (CAH).
	24b	Includes 236 (GL); 832 (HRHRC); 300 (CAH).
TEXAS A&M		All figures as of August 31, 2003 and include Medical Science Library, the Technical Reference Center in the College of Architecture, and Galveston.
	13	Includes 1,210 water damaged books air dried in-house.
TEXAS TECH		All figures are as of August 31, 2002. Includes the University Library, Southwest Collection/Special Collections Library, Architecture Library and the ICC Library. Excludes the Law and Health Sciences Center libraries.
TORONTO		All figures are as of May 1, 2003. Excludes Scarborough and Erindale campuses.
	2	There is no preservation administrator at this time; preservation staff report to the Dept. Head, Fisher Rare Book Library, or to the Director of Special Projects, Robarts Library.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$225,366; (6b) \$628,487; (6c) \$0; (6d) \$853,853; (7a) \$0; (7b) \$454,651; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$454,651; (8) \$26,000; (9) \$0; (10) \$1,334,504; (11) \$160,000.
	7b, 21	Contract binding includes Scarborough and Mississauga campuses and federated and affiliated libraries.
TULANE		Includes the following main campus libraries: Main library, Math, Business, Women's Center, Special Collections, Architecture, Latin American Collection.
UTAH	7b	Figures are for the Marriott Library only. Excludes Law and Medical libraries.
VANDERBILT		Excludes Music Library.
VIRGINIA		Excludes Darden Graduate Business Library and the University of Virginia College at Wise. The library suspended binding for several months due to a budget reduction.
	4	In previous years shelf preparation was erroneously included; those figures are over-reported. Also, 80 hours per year are volunteer help.
	8	Includes shelf preparation supplies that cannot be disaggregated.
WASHINGTON		Excludes branch campuses at Bothell and Tacoma.
	5c, 5d, 6c, 6d	Includes 0.77 FTE and \$10,416 for sleeving, boxing, and other re-housing of photograph collections.
	7b	Excludes \$5,905 paid to contract binder for boxes included in (7a) and includes \$4,236 in non-state funded binding not reported in the figure for contract binding (21) on the <i>ARL Statistics 2002-03</i> .
	7e	Includes \$24,436 for mass deacidification and \$12,266 contract photo work.
	7a, 7c, 9, 16-20, 22a, 22c, 23, 24b	Law library reported zero.
	12-15	Law library data not available; figures reflect main library only.
WASHINGTON STATE		Includes branch campuses at Vancouver (WA), Tri-Cities, Spokane (CALS), the Intercollegiate College of Nursing (Spokane, WA), and the WSU Energy Library (Olympia, WA).

INSTITUTION NAME	QUESTION NUMBER	FOOTNOTE
WASHINGTON U.-St. LOUIS	6	Salary expenditures not available from Law library.
WATERLOO		All figures are as of May 1, 2003.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$0; (6b) \$104,223; (6c) \$1,872; (6d) \$106,095; (7a) \$1,750; (7b) \$83,593; (7c) \$0; (7d) \$0; (7e) \$0; (7f) \$85,343; (8) \$6,500; (9) \$0; (10) \$197,938; (11) \$0.
WAYNE STATE		All figures are as of September 30, 2003 and include Oakland Center, and the Reuther Library of Labor and Urban Affairs.
	7b	Figure reported under contract binding (21) in the <i>ARL Statistics 2002-03</i> included \$176 for conservation services.
WESTERN ONTARIO		Includes: Archives and Research Collections Centre, Business, Education, Law, Music, Allyn & Betty Taylor (medicine, dentistry, nursing, applied health sciences, natural sciences, and engineering science), and D.B. Weldon (arts, social science, information and media studies) Libraries.
	6-11	Expenditures as reported in Canadian dollars: (6a) U/A; (6b) U/A; (6c) \$18,690; (6d) \$49,428; (7a) \$0; (7b) \$140,784; (7c) \$0; (7d) \$0; (7e) U/A; (7f) \$140,784; (8) \$10,000; (9) \$31,700; (10) \$231,912; (11) \$0.
	6	Sum in (6d) could not be disaggregated into categories. Includes: (6a and 6b) Can\$30,558; (6c) Can\$18,690.
	7e	Includes 6,500 items sent for freeze-drying. Amount paid by physical plant on campus is unavailable.
	9	Does not include Can\$4 million to build and equip the new Archives and Research Collections Centre.
WISCONSIN		Includes the following libraries, except where noted: Memorial, Special Collections, Music, Law, Health Sciences, Ag/Life Sciences, School of Library and Information Studies (SLIS), and Engineering. Excludes the Wisconsin State Historical Society Library.
	4	Figures represent Preservation Department staff at Memorial Library only.
	4b	Includes .16 FTE working on specially funded projects.
	4d	In addition, .14 FTE volunteer time was contributed to preservation work.
	5b	Includes .35 FTE working on specially funded projects.
	5d	In addition, .33 FTE volunteer time was contributed to preservation work.
	7b	Excludes expenditures for enclosures paid to commercial binder and therefore differs from figure for Contract Binding (21) on the <i>2002-03 ARL Statistics</i> .
	7e	Includes equipment repair/maintenance contracts, methylene blue testing, and digitizing expenses reported by Memorial Library Microimaging Lab.
	21	Includes figures for General Library System libraries, as well as several independent campus libraries, but may not include some libraries whose expenditures are incorporated into the total dollar figure in Contract Binding Expenditures (7b).
	23c, 24b	Increases reflect change in internal policy of digitizing for preservation. Work performed by digital content group reported for the first time.
YALE	6	Decreases due to a re-organization of the Preservation department in the third quarter of 2001-02.
	7e	Figure reflects a digital project for Beinecke Rare Book Library.
	23b	Figure reflects filming of 3 manuscript archives by a commercial vendor. Copies of the film available through vendor who holds the master copy.
YORK		All figures are as of April 30, 2003. Includes library at Glendon Campus.
	6-11	Expenditures as reported in Canadian dollars: (6a) \$26,100; (6b) \$102,457; (6c)

INSTITUTION NAME

**QUESTION FOOTNOTE
NUMBER**

\$2,574; (6d) \$131,131; (7a) \$0; (7b) \$195,020; (7c) \$0; (7d) \$0; (7e) \$0; (7f)
\$195,020; (8) \$13,873; (9) \$0; (10) \$340,024; (11) \$0.

APPENDIX

ARL Member Libraries as of June 1, 2004

The Association of Research Libraries (ARL) represents the interests of 124 libraries that serve major North American research institutions. ARL operates as a forum for the exchange of ideas and as an agent for collective action to influence the forces affecting the ability of these libraries to meet the future needs of scholarship. The ARL Statistics and Measurement program is organized around identifying, collecting, analyzing, and distributing quantifiable information describing the characteristics of research libraries. The program offers publications and special member services, and collaborates with other national and international library statistics programs. Data collected include salaries, library holdings, expenditures, staff, interlibrary lending, and preservation activities.

<u>Institution</u>	<u>Category</u>	<u>Full Name of Institution</u>	<u>Location</u>
Alabama	S	University of Alabama	Tuscaloosa, Alabama
Alberta	C	University of Alberta	Edmonton, Alberta
Arizona	S	University of Arizona	Tucson, Arizona
Arizona State	S	Arizona State University	Tempe, Arizona
Auburn	S	Auburn University	Auburn, Alabama
Boston	P	Boston University	Boston, Massachusetts
Boston College	P	Boston College	Boston, Massachusetts
Brigham Young	P	Brigham Young University	Provo, Utah
British Columbia	C	University of British Columbia	Vancouver, British Columbia
Brown	P	Brown University	Providence, Rhode Island
Berkeley, California	S	University of California, Berkeley	California, Berkeley
California, Davis	S	University of California, Davis	Davis, California
California, Irvine	S	University of California, Irvine	Irvine, California
California, Los Angeles	S	University of California, Los Angeles	Los Angeles, California
California, Riverside	S	University of California, Riverside	Riverside, California
California, San Diego	S	University of California, San Diego	La Jolla, California
California, Santa Barbara	S	University of California, Santa Barbara	Santa Barbara, California
Case Western Reserve	P	Case Western Reserve University	Cleveland, Ohio
Chicago	P	University of Chicago	Chicago, Illinois
Cincinnati	S	University of Cincinnati	Cincinnati, Ohio
Colorado	S	University of Colorado	Boulder, Colorado
Colorado State	S	Colorado State University	Fort Collins, Colorado
Columbia	P	Columbia University	New York, New York
Connecticut	S	University of Connecticut	Storrs, Connecticut
Cornell	P	Cornell University	Ithaca, New York
Dartmouth	P	Dartmouth College	Hanover, New Hampshire
Delaware	S	University of Delaware	Newark, Delaware
Duke	P	Duke University	Durham, North Carolina
Emory	P	Emory University	Atlanta, Georgia
Florida	S	University of Florida	Gainesville, Florida
Florida State	S	Florida State University	Tallahassee, Florida
George Washington	P	George Washington University	Washington, D.C.
Georgetown	P	Georgetown University	Washington, D.C.
Georgia	S	University of Georgia	Athens, Georgia
Georgia Tech	S	Georgia Institute of Technology	Atlanta, Georgia
Guelph	C	University of Guelph	Guelph, Ontario
Harvard	P	Harvard University	Cambridge, Massachusetts
Hawaii	S	University of Hawaii	Honolulu, Hawaii
Houston	S	University of Houston	Houston, Texas
Howard	P	Howard University	Washington, D.C.
Illinois, Chicago	S	University of Illinois at Chicago	Chicago, Illinois
Illinois, Urbana	S	University of Illinois at Urbana	Urbana, Illinois
Indiana	S	Indiana University	Bloomington, Indiana
Iowa	S	University of Iowa	Iowa City, Iowa
Iowa State	S	Iowa State University	Ames, Iowa
Johns Hopkins	P	Johns Hopkins University	Baltimore, Maryland
Kansas	S	University of Kansas	Lawrence, Kansas
Kent State	S	Kent State University	Kent, Ohio
Kentucky	S	University of Kentucky	Lexington, Kentucky
Laval	C	Laval University	Quebec, Quebec
Louisiana State	S	Louisiana State University	Baton Rouge, Louisiana
Louisville	S	University of Louisville	Louisville, Kentucky
McGill	C	McGill University	Montreal, Quebec
McMaster	C	McMaster University	Hamilton, Ontario
Manitoba	C	University of Manitoba	Winnipeg, Manitoba
Maryland	S	University of Maryland	College Park, Maryland
Massachusetts	S	University of Massachusetts	Amherst, Massachusetts
MIT	P	Massachusetts Institute of Technology	Cambridge, Massachusetts
Miami	P	University of Miami	Coral Gables, Florida

S=U.S. public university P=U.S. private university N=U.S. nonuniversity library C=Canadian university X=Canadian nonuniversity

<u>Institution</u>	<u>Category</u>	<u>Full Name of Institution</u>	<u>Location</u>
Michigan	S	University of Michigan	Ann Arbor, Michigan
Michigan State	S	Michigan State University	East Lansing, Michigan
Minnesota	S	University of Minnesota	Minneapolis, Minnesota
Missouri	S	University of Missouri	Columbia, Missouri
Montreal	C	University of Montreal	Montreal, Quebec
Nebraska	S	University of Nebraska-Lincoln	Lincoln, Nebraska
New Mexico	S	University of New Mexico	Albuquerque, New Mexico
New York	P	New York University	New York, New York
North Carolina	S	University of North Carolina	Chapel Hill, North Carolina
North Carolina State	S	North Carolina State University	Raleigh, North Carolina
Northwestern	P	Northwestern University	Evanston, Illinois
Notre Dame	P	University of Notre Dame	Notre Dame, Indiana
Ohio	S	Ohio University	Athens, Ohio
Ohio State	S	Ohio State University	Columbus, Ohio
Oklahoma	S	University of Oklahoma	Norman, Oklahoma
Oklahoma State	S	Oklahoma State University	Stillwater, Oklahoma
Oregon	S	University of Oregon	Eugene, Oregon
Pennsylvania	P	University of Pennsylvania	Philadelphia, Pennsylvania
Pennsylvania State	S	Pennsylvania State University	University Park, Pennsylvania
Pittsburgh	S	University of Pittsburgh	Pittsburgh, Pennsylvania
Princeton	P	Princeton University	Princeton, New Jersey
Purdue	S	Purdue University	West Lafayette, Indiana
Queen's	C	Queen's University	Kingston, Ontario
Rice	P	Rice University	Houston, Texas
Rochester	P	University of Rochester	Rochester, New York
Rutgers	S	Rutgers University	New Brunswick, New Jersey
Saskatchewan	C	University of Saskatchewan	Saskatoon, Saskatchewan
South Carolina	S	University of South Carolina	Columbia, South Carolina
Southern California	P	University of Southern California	Los Angeles, California
Southern Illinois	S	Southern Illinois University	Carbondale, Illinois
SUNY-Albany	S	University at Albany, State University of New York	Albany, New York
SUNY-Buffalo	S	University at Buffalo, State University of New York	Buffalo, New York
SUNY-Stony Brook	S	State University of New York at Stony Brook	Stony Brook, New York
Syracuse	P	Syracuse University	Syracuse, New York
Temple	S	Temple University	Philadelphia, Pennsylvania
Tennessee	S	University of Tennessee	Knoxville, Tennessee
Texas	S	University of Texas	Austin, Texas
Texas A&M	S	Texas A&M University	College Station, Texas
Texas Tech	S	Texas Tech University	Lubbock, Texas
Toronto	C	University of Toronto	Toronto, Ontario
Tulane	P	Tulane University	New Orleans, Louisiana
Utah	S	University of Utah	Salt Lake City, Utah
Vanderbilt	P	Vanderbilt University	Nashville, Tennessee
Virginia	S	University of Virginia	Charlottesville, Virginia
Virginia Tech	S	Virginia Polytechnic Institute & State University	Blacksburg, Virginia
Washington	S	University of Washington	Seattle, Washington
Washington State	S	Washington State University	Pullman, Washington
Washington U.-St. Louis	P	Washington University	St. Louis, Missouri
Waterloo	C	University of Waterloo	Waterloo, Ontario
Wayne State	S	Wayne State University	Detroit, Michigan
Western Ontario	C	University of Western Ontario	London, Ontario
Wisconsin	S	University of Wisconsin	Madison, Wisconsin
Yale	P	Yale University	New Haven, Connecticut
York	C	York University	North York, Ontario
Boston Public Library	N	Boston Public Library	Boston, Massachusetts
Canada Inst. SciTech Info.	X	Canada Inst. for Scientific & Technical Information	Ottawa, Ontario
Center for Research Libs.	N	Center for Research Libraries	Chicago, Illinois
Library of Congress	N	Library of Congress	Washington, D.C.
Natl. Agricultural Lib.	N	National Agricultural Library	Beltsville, Maryland
Lib. & Archives of Canada	X	Library and Archives of Canada*	Ottawa, Ontario
Natl. Library of Medicine	N	National Library of Medicine	Bethesda, Maryland
New York Public Library	N	New York Public Library	New York, New York
New York State Library	N	New York State Library	Albany, New York
Smithsonian Institution	N	Smithsonian Institution	Washington, D.C.

*Formerly known as the National Library of Canada.

S=U.S. public university P=U.S. private university N=U.S. nonuniversity library C=Canadian university X=Canadian nonuniversity